

Election Inspectors' Manual



**Michigan Department of State
Bureau of Elections**

July 2014

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TOPIC 1: OPENING THE POLLS

A board of election inspectors possesses full authority to maintain order in the polls, with the board chairperson responsible for overseeing all work performed. A *majority* of the board must be on duty at all times; an inspector may leave the polling place if necessary as long as the orderly operation of the polling place is not interrupted.

1. PREPARATION FOR OPENING THE POLLS

The following tasks must be completed prior to the opening of the polls:

- A. Take and sign the constitutional oath of office typically located on the first page of the binder or traditional Poll Book.

**CLERK'S PREPARATION CERTIFICATE
FOR
OPTICAL SCAN TABULATOR AND VOTER ASSIST TERMINAL**

Tabulator Serial No. Tabulator Seal No.

Terminal Serial No. Terminal Seal No.

I certify that the above precinct tabulator and voter assist terminal have been properly prepared and tested for this election in accordance with law, and, that at the completion of the tests the programs were inserted into the tabulator and terminal and sealed with seals bearing the seal numbers recorded above.

Signature of Clerk or Authorized Assistant ☒ Date

ELECTION INSPECTORS' PREPARATION CERTIFICATE

☒ WE CERTIFY BY SIGNING BELOW THAT THE FOLLOWING WAS COMPLETED PRIOR TO THE OPENING OF THE POLLS.

☐ The oath of office was administered to and signed by all election inspectors present.

☐ Verified that the serial number of the tabulator and terminal and the seals used to seal the tabulator and terminal were the same as the serial and seal numbers recorded on the Clerk's Preparation Certificate above.

☐ All preparation tests of the tabulator and terminal were completed and the equipment was found to be in proper working order.

☐ The ballot was verified by comparing each candidate's name and the placement of any propositions on the ballot with the precinct instruction ballot, tabulator zero tape and terminal test ballot.

OATHS OF INSPECTORS OF ELECTION

STATE OF MICHIGAN, }
COUNTY OF _____ } SS.

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Precinct Board Chairperson at the Election held on Tuesday the _____ day of _____, 20____ according to the best of my ability.

Taken, subscribed and sworn to before me this _____ day of _____, 20____.

Signature of Chairperson ☒

Signature of Person Administering Oath ☒

STATE OF MICHIGAN, }
COUNTY OF _____ } SS.

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Inspector of Elections at the Election held on Tuesday the _____ day of _____, 20____ according to the best of my ability.

Signatures of Persons Taking Oath and Certifying Preparation Certificate

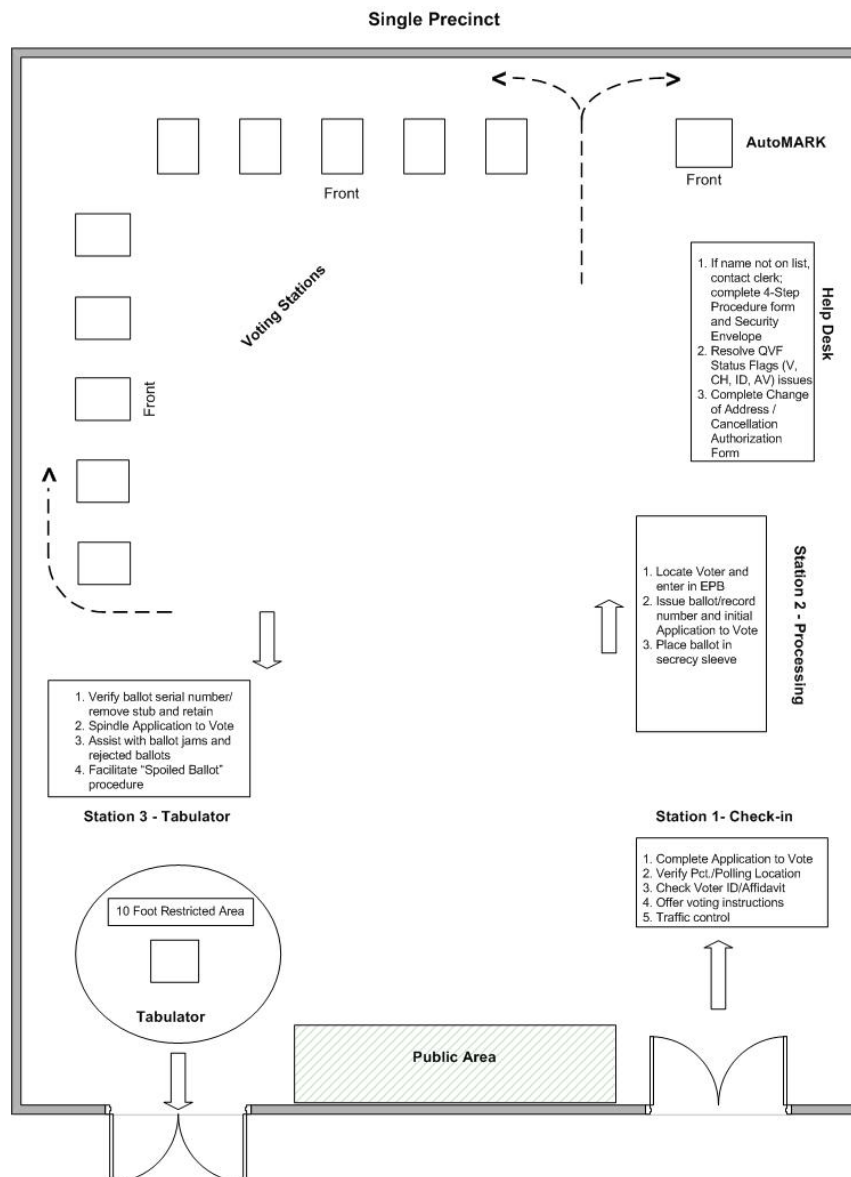
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Taken, subscribed and sworn to before me this _____ day of _____, 20____.

Signature of Person Administering Oath ☒

- B. Display the flag of the United States.
- C. Setup the polling location and arrange voting stations to ensure that each voter can vote with complete secrecy.

- Establish a proper barrier to separate the voting/processing area from the public area.
- Situate the tabulator in a location that allows the voter to cast his or her ballot in secrecy and maintain a 10-foot free zone around the tabulator.
- Situate the AutoMARK in a location that allows the voter to mark his or her ballot in secrecy with the screen facing away from the processing area. Be sure to leave five feet of space for voters to safely navigate around the machine.
- Prepare a special voting station for voters to mark their ballot from a seated position.



- D. Prepare the tabulator for proper operation following the "Opening the Polls" section in the voting system specific "Election Inspectors' Guide."



**ELECTION INSPECTORS' GUIDE
FOR
OPTECH INSIGHT - PRECINCT COUNT VOTING SYSTEM**

**A Quick Guide to the Procedures for Operating
the Voting Equipment in Your Precinct**

**Michigan Department of State
Bureau of Elections**

February 2006

OPENING THE POLLS

- 1.) Verify that the tabulator *serial* number and the tabulator *seal* number agree with the Clerks' Preparation Certificate.

DO NOT REMOVE THE TABULATOR SEAL

- 2.) Position the tabulator near an electrical outlet. In selecting a suitable location keep in mind that the secrecy of the ballots must be ensured. Unlock the back compartment of the tabulator, remove the power cord and plug it into the outlet.
- 3.) Verify that the tabulator is in proper working order--once plugged in, the **red power light** in the LCD display window (front of tabulator) will come on and the following three test reports will automatically print out: Verification Report, Ballot Report and the (Zero) Vote Totals Report.

In the Verification Report, ensure that "ALL CHECKSUMS OK" has printed. In the Ballot Report, ensure that the proper precinct number has printed and "Total Ballots Cast" is zero. At the bottom of the (Zero) Vote Totals Report, ensure that "Polls open. OK to read ballots" has printed.

DO NOT REMOVE THE (ZERO) VOTE TOTALS REPORT TAPE AT THIS TIME

See the guide for the appropriate tabulator

[Optech Insight Election Inspectors' Guide](#)

[M-100 Election Inspectors' Guide](#)

[Accuvote Election Inspectors' Guide](#)

- E. Prepare the e-Pollbook for proper operation following the “Preparing the EPB for the Opening of the Polls” section in the [Electronic Pollbook Election Inspectors' User Manual](#).

*Electronic Pollbook Election Inspector's User Manual
Provided by the Michigan Bureau of Elections
Updated as of 3.22.2012*

Election Day – Election Inspector's Guide

Preparing the EPB for Opening the Polls

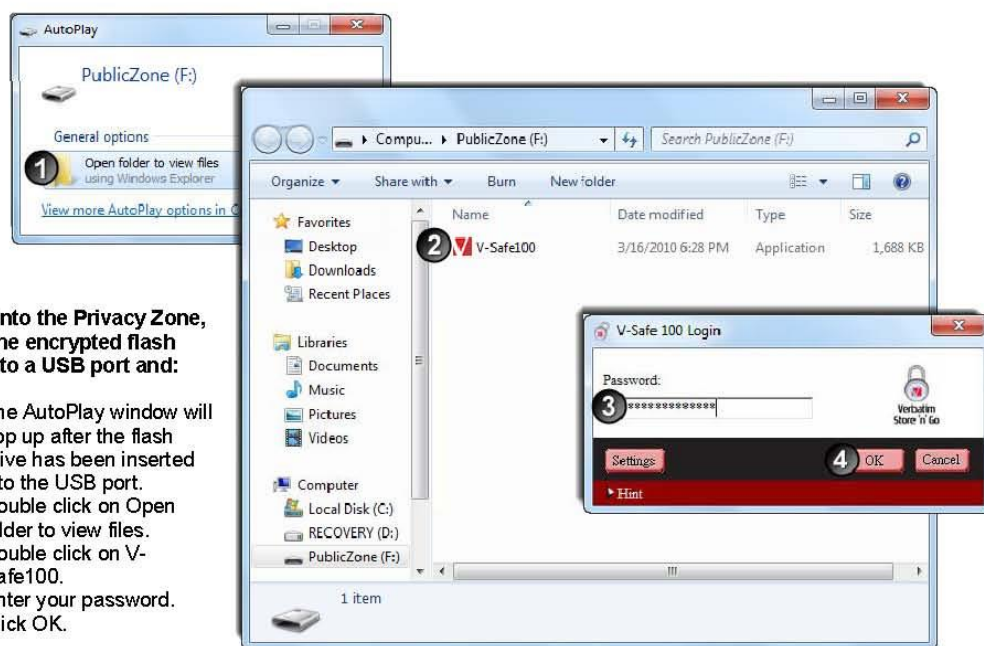
Pull the laptop out of the case, plug it into a surge protector and plug the surge protector into the wall. There are two pieces to the power cord. Keep the power cord plugged in throughout the day to maintain a 100% charged battery in case of a power failure. Also, plug the magnetic card reader and mouse into USB ports. Then turn the laptop on. Once the laptop has booted up, insert the encrypted flash drive into a USB port.

Login to the encrypted flash drive's Privacy Zone.


The encrypted flash drive is a vital component of the EPB software program. The encrypted flash drive is a password protected file storage device. It keeps voter data protected, the backup file stored, and saves all of the work you have done on election day for the Clerk to use to update voter history and create precinct reports. When saving files, make sure the Privacy Zone is open and those files are being saved to the encrypted flash drive. Refer to this page throughout the day if unsure if the Privacy Zone is open or not.

To log into the Privacy Zone, insert the encrypted flash drive into a USB port and:

1. The AutoPlay window will pop up after the flash drive has been inserted into the USB port. Double click on Open folder to view files.
2. Double click on V-Safe100.
3. Enter your password.
4. Click OK.



- F. Prepare the AutoMARK terminal for proper operation following the "Opening the Polls" section in the ["Election Inspectors' Guide for the AutoMARK Voter Assist Terminal."](#)



**ELECTION INSPECTORS' GUIDE
FOR
AutoMARK VOTER ASSIST TERMINAL (VAT)**

**A Quick Guide to the Procedures for Operating
The Voting Equipment in Your Precinct**

**Michigan Department of State
Bureau of Elections**

June 2006

OPENING THE POLLS

- 1.) Verify that the terminal *serial* number and the *seal* number used to secure the program into the terminal agree with the Clerks' Preparation Certificate in the Poll Book. The *serial* number can be found on a tag at the rear of the terminal. The *seal* number is located on the front of the terminal, left side.

DO NOT REMOVE THE TERMINAL SEAL

- 2.) Remove the terminal, power cord, **Mode Switch Key** and the headphones from the carrying case. Position the terminal near an electrical outlet. In selecting a suitable location keep in mind that the secrecy of each ballot must be ensured. Plug the terminal into an electrical outlet.
- 3.) Move the lid latches towards the outer edge to open the lid. Lift the lid flap and rotate it back until it rests on top of the lid. Lift the entire lid away from you into the vertical position. The Screen should now be visible.
- 4.) Lift the Screen towards you into the vertical position. Close the lid, leaving the Screen in the upright position. Adjust the angle of the Screen for optimal viewing.
- 5.) Pull up on the Ballot Feed Tray, then pull it towards you and lower it into position.
- 6.) Plug the headphones into the headphone jack at the front of the terminal. Once you have verified that the headphones are working, unplug and secure until needed.

NOTE: The Ballot Print Test must be performed for *each ballot style* issued in your precinct on *every AutoMARK* in your polling location prior to opening the polls. Once completed, place the test ballot(s) in the #3 envelope addressed to the local clerk. **DO NOT** tabulate the test ballot(s)! Before opening the polls, be sure to turn the Mode Switch Key to the "On" position, remove the key, and secure it until the close of the polls.

- G. Complete the Election Inspectors' Preparation Certificate typically located on the first page of the binder or traditional Poll Book.

ELECTION INSPECTORS' PREPARATION CERTIFICATE

✓ WE CERTIFY BY SIGNING BELOW THAT THE FOLLOWING WAS COMPLETED PRIOR TO THE OPENING OF THE POLLS.

- ☐ The oath of office was administered to and signed by all election inspectors present.
- ☐ Verified that the serial number of the tabulator and terminal and the seals used to seal the tabulator and terminal were the same as the serial and seal numbers recorded on the Clerk's Preparation Certificate above.
- ☐ All preparation tests of the tabulator and terminal were completed and the equipment was found to be in proper working order.
- ☐ The ballot was verified by comparing each candidate's name and the placement of any propositions on the ballot with the precinct instruction ballot, tabulator zero tape and terminal test ballot.

- H. Check all forms and supplies.
- I. Post precinct instruction ballots and other notices found in your supplies such as:
- Arrow signs
 - "[Barrier Free](#)" signage marking accessible entrance(s)
 - "Vote Here" sign
 - "[Notice to Voters: Voter Identification Requirement in Effect](#)" sign

Michigan Department of State Bureau of Elections

Notice to Voters: Voter Identification Requirement in Effect

Every Michigan voter who offers to vote in the polls must comply with the requirement by showing picture identification or signing an affidavit attesting that he or she is not in possession of picture identification. (See MCL 168.523 for voter identification requirement.)

Voters with picture ID: Voters can satisfy the ID requirement by showing a Michigan driver's license or a Michigan personal identification card.

Voters who do not possess either document may show any of the following forms of picture ID as long as it is current:

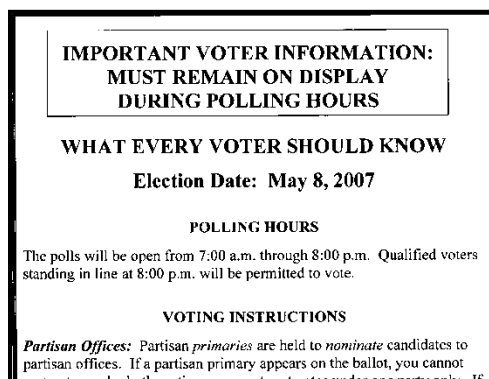
- Driver's license or personal ID card issued by another state.
- Federal or state government-issued photo ID.
- U.S. passport.
- Military identification card with photo.
- Student identification with photo from a high school or an accredited institution of higher education.
- Tribal identification card with photo.

Voters without picture ID: Michigan election law anticipates that not all voters will have picture ID. Voters who do not have acceptable picture ID or forgot to bring acceptable picture ID to the polls can vote like any other voter by signing an affidavit.

Questions regarding the voter identification requirement can be directed to your local city or township clerk's office.

For more election related information, visit www.michigan.gov/vote

- Two copies of “What Every Voter Should Know” – Multi-Page Voter Informational Display covering MCL 168.668a (available on the Department of State Web site – michigan.gov/elections prior to each election)



- State Proposal Placard – Language of each state proposal on the ballot with abbreviated summaries (State/Federal Elections Only)
- Local Proposal Language posters if required under statute

J. Arrange your workstation to ensure orderly processing.

2. OPENING THE POLLS

- A. The polls must be ready and open for voting by 7:00 a.m.
- B. The precinct chairperson must publicly announce the opening of the polls at 7:00 a.m. by declaring, “The polls are now open.”

TOPIC 2: PROCESSING VOTERS

Before permitting a person to vote, the procedure detailed in this section must be followed:

1. OFFERING INSTRUCTIONS

Throughout the voting process, ask each elector if he or she wishes to receive instruction on the voting process and that assistance is available upon request.

1. If instruction is requested, always give instruction on *all* aspects of the voting process including write-in votes (excluding candidate information).
2. Warn that you cannot vote for more candidates than the number printed in the office heading.
3. If a partisan primary, remind voters that they may not vote for candidates under more than one party heading.
4. Never attempt to influence the voter's choices.
5. Allow the voter to practice voting on a "demonstration ballot" if available.

**PRECINCT
DEMONSTRATION
BALLOT**

TO VOTE, BLACKEN
THE OVAL NEXT TO THE
CANDIDATE OR QUESTION
OF YOUR CHOICE LIKE
THIS: ●

OFFICE TITLE
(VOTE FOR ONE)

CANDIDATE A	<input type="radio"/>
CANDIDATE B	<input type="radio"/>
CANDIDATE C	<input type="radio"/>
CANDIDATE D	<input type="radio"/>
CANDIDATE E	<input type="radio"/>

6. If the voter asks for additional instruction after entering the voting station, two election inspectors who have expressed an affiliation with different political parties may enter the voting station to give the requested instruction; after giving the needed instruction, the two election inspectors must leave the voting station to allow the voter to vote in private.

2. COMPLETING THE "APPLICATION TO VOTE"

Ask each voter to print and sign his or her name; enter his or her *current* residential address and day and month of birth on an Application to Vote.

APPLICATION TO VOTE – POLL LIST

Picture identification requirement: All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.

SIGN HERE Sherry Mc Qvf
Signature of Voter

Print Name: Sherry J Mc Qvf

Date of Birth: 5/10/1968

Residence Address: 205 Miller Ct.

FOR INSPECTORS USE ONLY

Approved to Vote by: _____
Election Inspector

Date of Election: _____

Precinct No. _____

Ballot Style _____

Ballot Number Issued _____

☐ Affidavit on reverse completed

Voter No. (Poll Book) _____

Michigan Election Resources
Form No. 801 (Rev. 2/2013)

3. VERIFYING VOTER IDENTIFICATION

Confirm the voter's identity following the steps provided below:

- After locating the voter's record in the e-Pollbook or checking the QVF Precinct List to verify that the voter is registered to vote in the precinct, ask the voter to show one of the following forms of photo identification listed below. The photo identification does *not* have to show the voter's residential address. Be sure to ask all voters for photo ID. This includes those voters you personally know as the equal treatment of all voters is important!
 - Michigan driver's license or Michigan personal identification card
 - Current driver's license or personal identification card issued by another state
 - Current federal or state government-issued photo identification
 - Current U.S. passport
 - Current student identification with photo – from a high school or an accredited institution of higher education
 - Current military identification card with photo
 - Current tribal identification card with photo
- Upon the display of photo identification, check the photo and name appearing on the identification to verify the voter's identity. As a part of this check, confirm that the name appearing on the photo identification matches the name entered by the voter on the Application to Vote.

NOTE: The name appearing on the photo identification does not have to exactly match the name entered by the voter on the Application to Vote or the manner in which the voter's name appears in the e-Pollbook or on the QVF precinct list. The names, however, must be similar enough to verify the voter's identity. In addition the identification does not need to show the voter's residential address.

3. Once the voter's identity is verified, continue processing the voter.

However, if the voter states that he or she has photo identification but *did not bring it to the polls* or if the voter states that he or she *does not possess one of the acceptable forms of photo identification*, the voter can vote by signing the "Affidavit of Voter Not in Possession of Picture Identification." Be sure to advise all voters who do not possess acceptable photo identification that they must sign the affidavit before voting.

(Reverse)

**AFFIDAVIT OF VOTER NOT IN POSSESSION
OF PICTURE IDENTIFICATION**

I, _____ hereby affirm that I am
(Print Name)

not in possession of a driver's license, a state-issued personal identification card or any other acceptable form of picture identification and wish to vote.

By signing this affidavit, I swear that the statements made above are true.

SIGNATURE OF VOTER: **X** _____

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

To be completed by Election Inspector

Sworn and subscribed to before me this _____ day of _____,

I certify that the elector named above has completed the above affidavit in my presence.

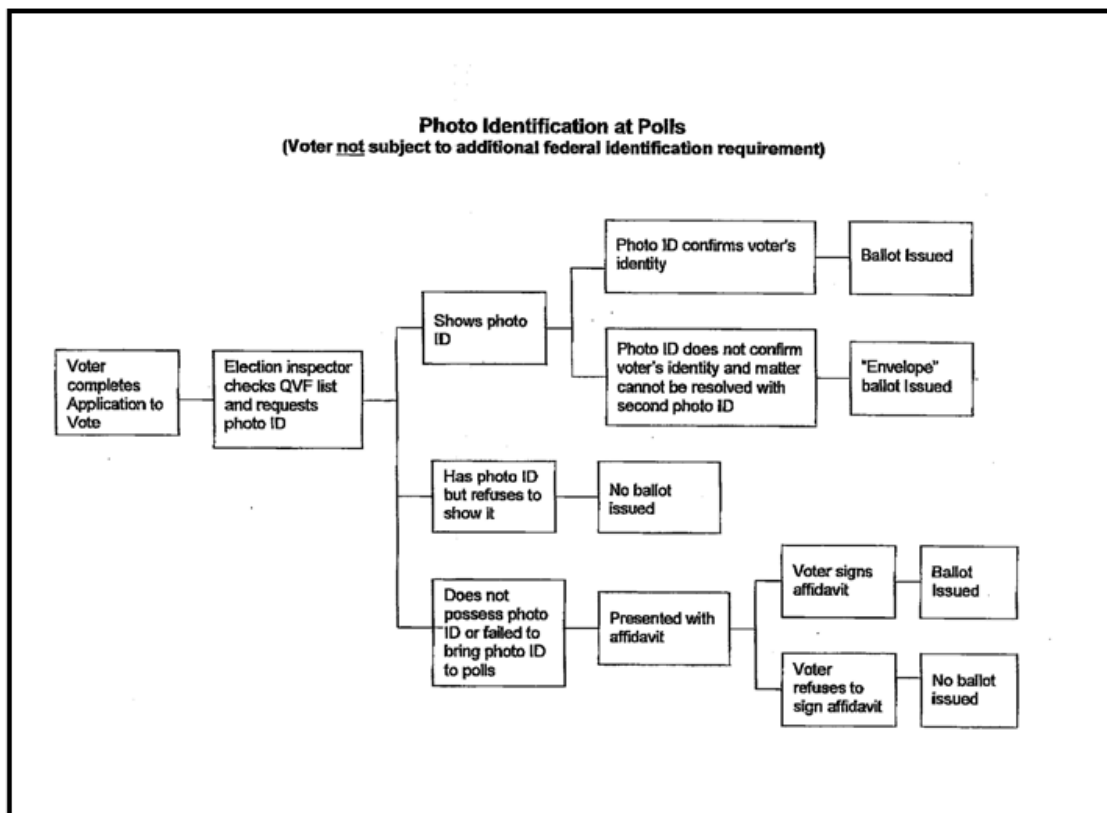
X _____
Signature of Election Inspector

4. The completed affidavit is retained by the precinct board and forwarded to the local clerk either with the applications to vote or loosely (depending on the form used) in the #3 envelope after the close of the polls. Be prepared to advise the clerk on the total number of voters who completed the affidavit form throughout the day.
 - A voter who *does not* possess photo identification who *refuses to sign the affidavit* cannot vote and should be referred to the local clerk.
 - b. A voter who *claims to have* photo identification with them *but refuses to show it* cannot vote and should be referred to the local clerk.

Special Procedure if Photo ID Leaves Voter's Identity in Question: If the photo appearing on the identification displayed by a voter *does not resemble the voter* closely enough to verify the voter's identity, ask to view any other examples of acceptable photo identification that the voter may be carrying. If the matter cannot be resolved with a second piece of photo identification or if the voter refuses to show a second piece of photo identification, issue the voter a "Provisional Envelope Ballot." The completion of the "Four-Step" procedure form is not necessary. (The completion of the "Four-Step" procedure form is *only* necessary in instances where a voter's name does not appear on the QVF Precinct List.)

See Topic 6 - Provisional Ballots.

The flow chart below illustrates the different scenarios that may occur during the photo identification verification process and their corresponding solutions:



4. VERIFYING VOTER REGISTRATION

Confirm the voter's identity by comparing the birthdate and address on the Application to Vote with the voter's birthdate and address with the registration in the e-Pollbook.

PRIMARY - PAW PAW TOWNSHIP Precinct: 00001

Voter Details

Name: 2 MCQVF, CAITLIN LINDSEY DOB: 6/1/1985


Address: 619 PAW PAW ST Precinct: 00001
PAW PAW MI 49079 Ballot Style: 00001

Gender: F Reg. Date: 6/1/1993

Polling Location: PAW PAW TOWNSHIP HAL Eff. Reg. Date: 5/31/2014
114 N. GREMP'S ST.
PAW PAW MI 49079

Issue a ballot Other actions

NOTE:

- If the name on the Application to Vote does not match the name on the registration, determine the reason. A person's name may be different because of a spelling correction, a court order, marriage, or some other reason. A voter whose name has changed must sign the Application to Vote with the name he or she used to register.
- If the voter's registration has a  or letters coded on the QVF Precinct List, refer to **"Topic 3 – Voters with Status Flags"** for more information
- If the address on the Application to Vote does not match the address on the registration, refer to **"Topic 5 - Voters Who Have Moved."**
- If the voter's registration cannot be found, refer to **"Topic 6 – Provisional Ballots"** for more information.

Alternate Method for QVF Precinct List/Traditional Pollbook Users

Confirm the voter's identity by comparing the birthdate and address on the Application to Vote with the voter's birthdate and address with the QVF Precinct List.

HARRISVILLE CITY (36860)
11/07/2006 - STATE GENERAL - HARRISVILLE CITY

Bar Code	St / St	Name/Address	DOB	AV / Name / ID	Name / School
	310 S S AND ST	ABATE, JENNIFER K	01/01/1982		ABATE, JENNIFER K ALCONA COMMUNITY SCH
	310 S S AND ST	ABATE, WILLIAM	01/01/1980		ABATE, WILLIAM ALCONA COMMUNITY SCH
	330 S S AND ST S	ACHEW, CONSTANCE MADELAINE	01/01/1982	100 - 1 - 1000P -	ACHEW, CONSTANCE MA ALCONA COMMUNITY SCH
	330 S S AND ST S	ACHEW, MICHAEL M	01/01/1982		ACHEW, MICHAEL M ALCONA COMMUNITY SCH
	330 S S AND ST S	ACHEW, TERESA M	01/01/1980	100 - 1 - 1000P -	ACHEW, TERESA M ALCONA COMMUNITY SCH
	330 S S AND ST	ACHEW, TIMOTHY MORTON	01/01/1985	22	ACHEW, TIMOTHY MORTON ALCONA COMMUNITY SCH
	360 S S AND ST	ACUFF, ELISA RENEE	01/01/1985	24, 25	ACUFF, ELISA RENEE ALCONA COMMUNITY SCH
	360 S S AND ST	ACUFF, RONALD A	01/01/1986	24	ACUFF, RONALD A ALCONA COMMUNITY SCH
	360 S S AND ST	ALLEN, GERALD DYANEY	01/01/1986		ALLEN, GERALD DYANEY ALCONA COMMUNITY SCH
	360 S S AND ST	ALLEN, MARY MCPHERSON	01/01/1986		ALLEN, MARY MCPHERSON ALCONA COMMUNITY SCH
	360 S S AND ST	ALLEN, ROBERT W	01/01/1982	100 - 1 - 1000P -	ALLEN, ROBERT W ALCONA COMMUNITY SCH
	360 S S AND ST	ANDERSON, JAMES K	01/01/1971		ANDERSON, JAMES K ALCONA COMMUNITY SCH
	360 S S AND ST	ANDERSON, JAMES K	01/01/1971	100 - 1 - 1000P -	ANDERSON, JAMES K ALCONA COMMUNITY SCH
	310 S S AND ST	ARNOLD, ROSEMARY WILLIAM	01/01/1981		ARNOLD, ROSEMARY WILLIAM ALCONA COMMUNITY SCH
	330 S S AND ST S	ARNOLD, ROSEMARY ANN	01/01/1982		ARNOLD, ROSEMARY ANN ALCONA COMMUNITY SCH
	330 S S AND ST	ARNOLD, MARY M	01/01/1987		ARNOLD, MARY M ALCONA COMMUNITY SCH
	310 S S AND ST	ARRINGTON, LINDA BUE	01/01/1976		ARRINGTON, LINDA BUE ALCONA COMMUNITY SCH
	310 S S AND ST	ARRINGTON, MARYWELL ANTHONY	01/01/1975		ARRINGTON, MARYWELL A ALCONA COMMUNITY SCH

5. RECORDING VOTER ACTIVITY AND ISSUING A BALLOT

As soon as it has been determined that the elector is qualified to vote:

1. Click Regular ballot
2. Enter the next available ballot number in the **This ballot number will be assigned** box (this number will auto fill after the first number for the ballot style has been entered)
3. Click OK – the voter's name will now be added to the List of Voters
4. Record the ballot number and voter number on the Application to Vote and pass the Application to Vote to the election inspector responsible for placing the ballot into a secrecy sleeve with the stub exposed.

Alternate Method for QVF Precinct

List/Traditional Pollbook Users

1. Make a notation on the QVF Precinct list (follow the Clerk's preferred method) and complete the Application to Vote.
2. Assign the next available ballot number to the voter. Record the ballot number on the Application to Vote.
3. List the name of each voter and ballot serial number in the Traditional Pollbook in the
5. Hand the completed Application to Vote and ballot inside the secrecy sleeve to the voter.
6. Direct the voter to the next available voting booth.

LIST OF VOTERS			
NO. OF VOTER	NAME OF VOTER	BALLOT NUMBER	REMARKS
141	Sara Smith	149	Prox. Envelope
142	Sandy Miller	A.V. 302	
143	Joe Miller	A.V. 303	
144	Bob Walters	A.V. 352	
145	Teresa Achew	A.V. 317	
146	Bill Stevens	150/154	Spoiled
147	Zachary Tyler	151	
148	Branden Johns	152	
149	Betty Arthur	153	Challenged
150	Sally Briggs	155	
151	Sam Houston	156	
152	Wendy Cole	157/160	Defective
153	Bob Kohn	158	
154	Don Armstrong	159	
155	Sarah Jones	161	Prox. Affidavit
156	Scott Brady	162	
157	John Smithson	163	
158	Karen Smithson	164/172	Spoiled
159	David Garcia	165	Rejected
160	Paul Arnold	166	
20	TOTAL VOTERS ON THIS PAGE		

6. ASSISTING VOTERS

Advise voters who request assistance that a ballot marking device, the AutoMARK Voter Assist Terminal (VAT), is available in the polling place which can be used to independently mark their ballot without assistance.

If the voter maintains that he or she wishes to mark his or her ballot with assistance, proceed as explained below.

NOTE: Voters who use the VAT may still require/receive assistance.

Assistance Procedures

Whenever a voter receives help to vote his or her ballot, a complete record of the matter must be made in the Remarks section of the e-Pollbook (by clicking File and Remarks) or in the Traditional Poll Book.

- Under state law, when an elector asks the precinct board for voting assistance, the needed help must be provided by two inspectors who have expressed an affiliation with different political parties. The voter does not have to state a reason for his or her request. The remark should be typed or written with detail like the example:

TIME	REMARKS SECTION <small>This Area may be used for Recording any Special Proceedings at the Election as may be deemed important.</small>
1:45	Sue Miller and Barb Smith (Election Inspectors) helped Bob Jones mark his ballot.

- Under federal law, an elector who is blind, disabled or unable to read or write may be assisted with his or her ballot by any person of the voter's choice, other than the voter's employer, agent of that employer, or an officer or agent of a union to which the voter belongs.

If an elector indicates that he or she wants to receive voting assistance from another person, the following question must be asked of the voter:

"Are you requesting assistance to vote by reason of blindness, disability or inability to read or write?"

A "yes" or "no" answer to this question is sufficient.

If the answer to the question is "yes," the person who will provide assistance is asked: **"Are you the voter's employer or agent of that employer or an officer or agent of a union to which the voter belongs?"** If the answer to this question is "no," the voter may be assisted by the person.

The person assisting the voter may be of any age. If it is determined that the voter is not requesting assistance to vote by reason of blindness, disability or inability to read or write or that the person who has accompanied the person to the polls to provide assistance is not eligible to provide assistance, two inspectors who have expressed an affiliation with different political parties must assist the voter. The remark should be typed or written with detail like the example:

TIME	REMARKS SECTION <small>This Area may be used for Recording any Special Proceedings at the Election as may be deemed important.</small>
11:30	Bob Smith assisted Mary Smith (his wife) in marking her ballot.

- **“Curbside Voting”** - If a voter is unable to enter the polling location and asks the precinct board for voting assistance, the needed help must be provided by two inspectors who have expressed an affiliation with different political parties. The two inspectors deliver the ballot inside the secrecy sleeve to the voter and deposit the ballot into the tabulator after it is marked by the voter. It merits note that the voter must comply with all regular processing procedures including the completion of an Application to Vote, registration verification, and I.D. verification.

For more information on assisting voters with disabilities, please see **“Providing Service to Voters with Disabilities”** on page 124 in the Appendix.

7. RECEIVING BALLOTS

The voter is required to insert the ballot into the secrecy sleeve with the stub exposed and then return the ballot in the secrecy sleeve with the Application to Vote to an inspector for verification of the ballot serial number. If the ballot is not properly inserted into the secrecy sleeve, the voter should be given instruction on inserting the ballot into the sleeve properly.

8. VERIFYING AND DEPOSITING VOTED BALLOTS

An inspector checks to see if the voter’s ballot serial number matches the ballot serial number as recorded on the Application to Vote.

If the serial number agrees, an inspector carefully removes the stub and instructs the voter to feed the ballot into the tabulator. The stubs may be discarded or retained according to the clerk’s instructions.

If the serial number does *not* agree, question the voter and enter the facts in the Remarks section of the Poll Book. If a satisfactory explanation cannot be obtained, contact the clerk for instruction.

If the ballot stub is missing and cannot be accounted for, the ballot is not counted. Enter a notation of the instance in the Remarks section of the e-Pollbook or traditional Poll Book and reject the ballot in the EPB.

If the ballot stub was removed by the voter in view of an election inspector, the ballot is counted.

If the ballot stub was removed by the voter and the removal was not witnessed by an election inspector, the ballot must be processed as a “challenged” ballot.

Under no circumstances is a voter allowed to leave the polling place with his or her ballot or any portion of the ballot (including the ballot stub).

9. NOTES ON PROCESSING PROCEDURES

1. Secrecy of the ballot must be strictly maintained *at all times!*
2. Only those persons duly authorized to provide voting assistance may be present in the voting station with the voter. As an exception, the law provides that a “minor child” may accompany an elector in the voting station. For the purposes of this allowance, anyone under 18 years of age should be regarded as a “minor child.”

TOPIC 3: VOTERS WITH STATUS FLAGS

Some voters will have status flags that need to be addressed prior to issuing a ballot. Generally, something happened in the registration process that needs follow-up. For example, a signature was not obtained, the voter missed checking an answer to the citizenship question, an absentee ballot was issued, information was obtained that the voter may have moved, etc.

In the e-Pollbook, a voter has a status flag if he or she has a red question mark next to his or her name. When a red question mark is found, look to the Voter Status window at the bottom of the Voter Details screen to determine the issue. If using the QVF Precinct List the voter will have a code next to their name in the “St” column and/or the “Notes” column.

Absentee Ballot sent by clerk or av-s

This voter was sent an absentee ballot. The voter must surrender the absentee ballot or complete the

[Affidavit of Absent Voter](#) (example on page 22) after approval from the Clerk.

Absentee Ballot [00000025] sent by clerk--Voter must surrender ballot or submit affidavit.
VOTING STATUS: Did not vote in precinct.

Absentee Ballot sent/received by clerk or av-r

This voter was sent an absentee ballot and returned it to the Clerk. **DO NOT** issue this voter a ballot as they have already voted.

Absentee Ballot [00000028] sent/received by clerk--Do not issue ballot.
VOTING STATUS: Did not vote in precinct.

Voter's status is CH – Age, Citizenship or Residency or CH1, CH3, or CH5

This voter has been formally challenged and must complete the challenge process before being issued a challenged ballot. Seek assistance from the precinct chairperson to complete this process. The e-Pollbook processing is the same as a regular voter except Challenged ballot is selected in the Issue a ballot box. A CHAL will appear next to the voter's name after processed.

Voter's Status is CH: AGE
VOTING STATUS: Did not vote in precinct.

Voter's Status is CH: CITIZENSHIP
VOTING STATUS: Did not vote in precinct.

Voter's Status is CH: RESIDENCY
VOTING STATUS: Did not vote in precinct.

Must show ID before voting (Federal Requirement) or ID

Must show ID before voting (Federal Requirement).
VOTING STATUS: Did not vote in precinct.

This voter must show photo ID or a paycheck, government check, utility bill, bank statement, or a government document which lists his or her name and address (if no photo ID but provides one of the documents listed above, must sign the *Affidavit of Voter Not in Possession of Photo ID* as well) prior to being issued a ballot. **See Topic 4 – Federal ID Requirement** for full details.

Voter's Status is V: Confirm Address or Surrendered License or V21 or V30

This voter must verbally confirm the address listed in the e-Pollbook. If the voter does not confirm the address, the procedure for voters that have moved must be taken. See **Topic 5 – Voters Who Have Moved.**

Voter's Status is V: CONFIRM ADDRESS
VOTING STATUS: Did not vote in precinct.

Voter's Status is V: SURRENDERED LICENSE
VOTING STATUS: Did not vote in precinct.

Voter's Status is V: CONFIRM CITIZENSHIP
VOTING STATUS: Did not vote in precinct.

Voter's Status is V: Confirm Citizenship or V25

This voter must complete a voter registration card and mark yes on the citizenship box. If the voter marks no, DO NOT issue a ballot.

Voter's Status is V: Sign Registration Card or V24

This voter must sign a voter registration card prior to being issued a ballot.

Voter's Status is V: SIGN REGISTRATION CARD
VOTING STATUS: Did not vote in precinct.

MVIP – Must Vote in Person (QVF Precinct List only)

If a MVIP code appears next to a voter's name on the QVF Precinct List, the voter must vote in person. Special handling is *not* required.

Example:

AFFIDAVIT OF ABSENT VOTER	
I, _____	hereby affirm that I am a resident
(Please Print)	
of _____	Michigan, and I reside
(City, Township, Village or School District)	
at _____	
(Present Street Address)	
I further affirm that I submitted an application for an absent voter ballot for this election to the _____	
(City, Township, Village or School District)	
and that: <input type="checkbox"/> I did not receive the absent voter ballot that I applied for.	
<input type="checkbox"/> I lost or destroyed the absent voter ballot I received.	
I desire to vote in person.	
By signing this affidavit, I swear that the statements made above are true.	
SIGNATURE OF ELECTOR: <u>X</u> _____	

To be completed by Election Inspector	
Sworn and subscribed to before me this _____ day of _____.	
I certify that the elector named above has completed the above in my presence and is eligible to vote.	

Signature of Election Inspector	
Note to Inspector: This form does not have to be completed if the voter turns in his/her absent voter ballot and votes in person. You MUST call the clerk's office prior to permitting the elector to vote to make sure the absent voter ballot has not been returned to the clerk's office and to let us know the voter will be voting in person at the polling location.	
Return this form in Local Clerk Envelope.	

TOPIC 4 - FEDERAL IDENTIFICATION REQUIREMENT

Federal law stipulates that a voter who has never voted in Michigan who chooses to register by mail must meet an identification requirement. If the voter does not satisfy the identification requirement when registering to vote, the voter must present an acceptable form of identification before voting in the first election in which he or she wishes to participate.

If the e-Pollbook states “Must show ID before voting (Federal Requirement)” or ID appears next to a voter’s name on the QVF Precinct List, ask the voter if he or she can produce one of the following forms of identification:

1. A current and valid photo identification (such as a driver’s license or personal ID card or others accepted for regular photo ID requirement);
- or
2. A paycheck stub, utility bill, bank statement or a government document which lists the voter’s name and address.

If the voter produces an acceptable form of identification, enter a notation on the Remarks of the e-Pollbook or Traditional Poll Book and issue a ballot to the voter. Permit the voter to cast his or her ballot under routine procedure.

If the voter is unable or unwilling to produce an acceptable form of ID, proceed as follows:

1. Prepare ballot as a “Challenged” ballot.
2. Pull the voter’s record up in the EPB software, lock it in if necessary and
 1. Click Provisional (envelope) ballot
 2. Verify the ballot number being issued is correct or enter the ballot number and Click OK.

Alternate Method for QVF Precinct List/Traditional Pollbook Users

Enter the voter’s name in the Poll Book and write “Provisional **Envelope**” in the corresponding remarks column.

69	Betty Arthur	76	
70	Sally Briggs	77	Prov. Envelope
71	Sam Houston	78	



3. Fold the ballot along the score lines and place the ballot into a provisional ballot secrecy sleeve with the stub exposed. Place the ballot secured inside of the secrecy sleeve into a Provisional Ballot Security Envelope. Complete the required entries on the outside of the security envelope and check the ID requirement box. In addition, mark the box next to ELECTOR SUBJECT TO FEDERAL ID REQUIREMENT UNABLE TO PRODUCE AN ACCEPTABLE FORM OF ID on the outside of the Provisional Ballot Security Envelope.
 4. Issue the ballot to the voter secured inside of the provisional ballot secrecy sleeve and the Provisional Ballot Security Envelope.
 5. Direct voter to a voting station and permit voter to vote ballot.
 6. After the voter has voted the ballot and placed the ballot back into the provisional ballot secrecy sleeve with the stub exposed, direct the voter to the Help Desk or the ballot serial number verification station.
 7. Once the ballot serial number is verified by an election inspector, direct the voter to place the secured ballot back into the Provisional Ballot Security Envelope. (To protect the secrecy of the ballot no member of the precinct board should handle the ballot during this step.) The ballot stub remains attached to the ballot.
 8. Seal the Provisional Ballot Security Envelope and secure it in the envelope addressed to the local clerk for delivery after the close of the polls.
 9. Issue "Notice to Voters Unable to Satisfy the State and/or Federal Identification Requirement" to the voter
- NOTE:** A voter unable to satisfy the Federal I.D. Requirement is issued a Provisional Envelope Ballot but does *not* fill out a "Four-Step" procedure form because his or her name does appear in the e-Pollbook or on the QVF precinct list. See "**Topic 6 – Provisional Ballots,**" for more information about Provisional Ballots.

NOTICE TO VOTERS UNABLE TO SATISFY STATE AND/OR FEDERAL IDENTIFICATION REQUIREMENT

(Notice must be issued to any voter who is required to vote an "envelope" ballot because he or she is unable to satisfy Michigan's voter identification requirement and/or the federal voter identification requirement.)

Check applicable box below:

As questions over your identity remained after an inspection of the picture identification you produced to satisfy Michigan's voter identification requirement, special procedures were followed when issuing you a ballot.

As you are subject to the federal voter identification requirement and have not satisfied the requirement to date, special procedures were followed when issuing you a ballot. The federal voter identification requirement applies to voters who 1) have never previously voted in Michigan 2) registered to vote by mail and 3) are not exempted from the ID requirement under federal law.

IMPORTANT: MAKING SURE YOUR BALLOT COUNTS

To ensure that your ballot counts, you must provide your local city or township clerk with an appropriate identification document no later than the sixth calendar day after the election. Except as noted below, you can appear in person in your city or township clerk's office to show the document, fax the document to the clerk or mail a copy of the document to the clerk. If you do not satisfy the identification requirement within six calendar days after the election, your ballot will not count. The following lists the types of documents you can use to satisfy the identification requirement:

Documents which satisfy federal voter identification requirement imposed on first-time mail registrants who have never previously voted in Michigan: A copy of any current and valid photo identification or a copy of a paycheck, government check, utility bill, bank statement or a government document* which lists your name and address.

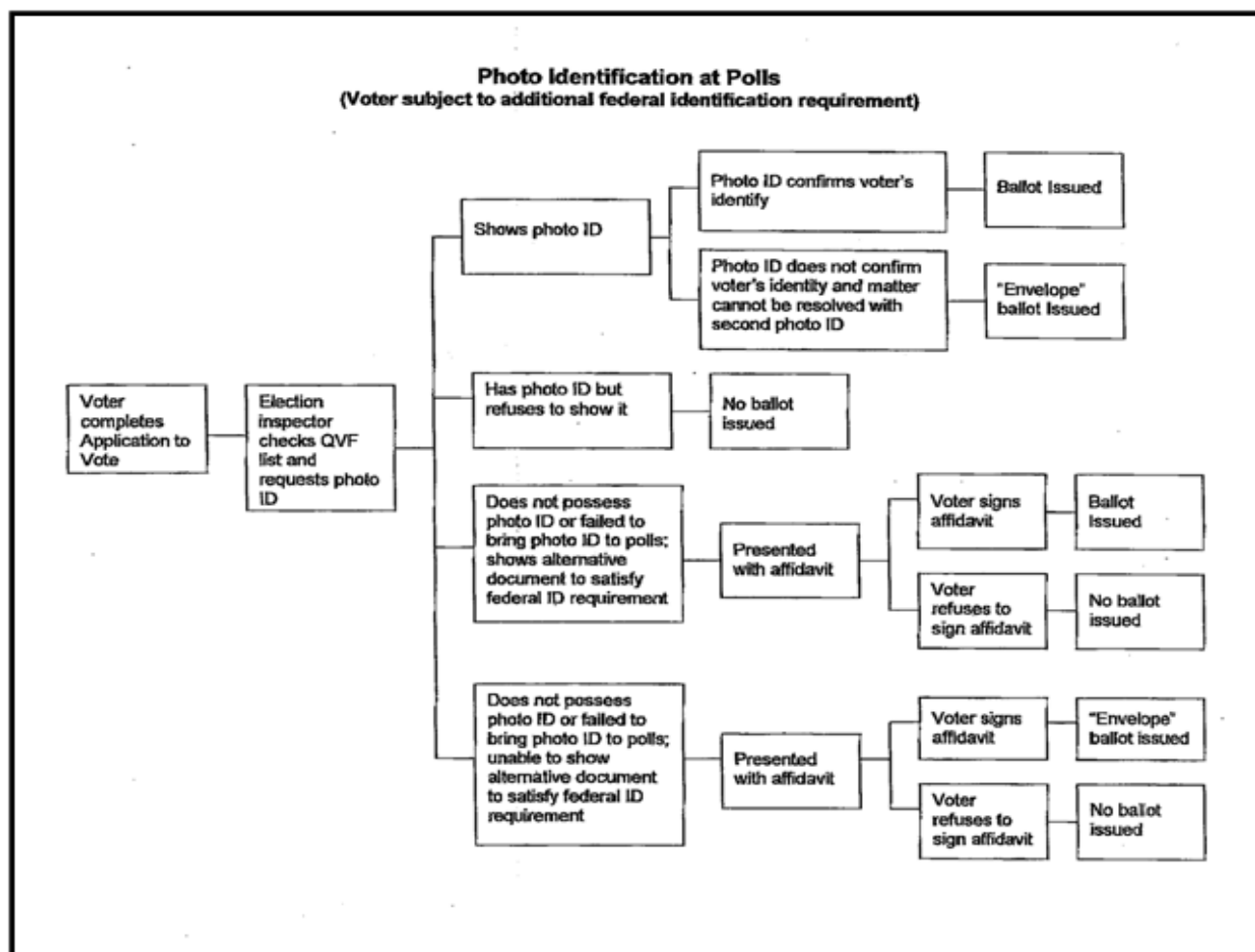
Documents which satisfy Michigan voter identification requirement imposed on all voters who attend the polls to vote: A Michigan Driver License; a Michigan Personal Identification Card; driver's license or personal identification card issued by another state; a federal or state-government issued photo identification; a U.S. passport; a military identification card with photo; a student identification with photo from a high school or an accredited institution of higher education; or a tribal identification with photo. In all cases, the picture identification must be current. To satisfy the Michigan voter identification requirement, you must appear in person in your city or township clerk's office.

NEED MORE INFORMATION?

For additional information, contact your city or township clerk's office in person or by phone. If your ballot cannot be counted, the clerk will explain why. Contact information:

* Contact your local city or township clerk if you wish to obtain information on the government documents which can be used to satisfy the requirement.

The flow chart below illustrates the different scenarios that may occur during the photo identification verification process and their corresponding solutions for a voter subject to the additional federal identification requirement:



For additional information concerning this topic, please see "[Administering Michigan's Voter Identification Requirement \(for Election Inspectors\)](#)" on page 111 in the Appendix and [Picture Identification in the Polls: Questions and Answers](#) on page 115 in the Appendix.

TOPIC 5: VOTERS WHO HAVE MOVED

If the residential address entered by the voter on the Application to Vote shows that the voter has moved, proceed as follows:

1. MOVE *WITHIN* CITY OR TOWNSHIP

A registered elector who moves within the same city or township who fails to submit an address change prior to the election can vote one last time in the precinct where he/she is registered. Proceed as follows:

- A. Have the voter complete an Election Day Change of Address Notice.
- B. Make the proper check to identify the voter.
- C. If the person is satisfactorily identified by the check, initial the Election Day Change of Address Notice and the Application to Vote and permit the applicant to vote.
- D. Following the election, forward the Election Day Change of Address Notice to the clerk. The clerk completes the address change on the voter's registration record. The person must *vote in the new precinct in the next election*.

ELECTION DAY CHANGE OF ADDRESS NOTICE (MOVE MADE WITHIN SAME CITY OR TOWNSHIP)

_____, Michigan Date _____
CITY/TOWNSHIP


This is to advise that I have moved from

PREVIOUS STREET ADDRESS WARD/PRECINCT

To _____
CURRENT STREET ADDRESS

and wish to have my voter registration reflect this change.


PRINT NAME DATE OF BIRTH

 _____
SIGNATURE OF VOTER

ELECTION INSPECTOR

NOTE TO INSPECTOR: RETURN FORM IN ENVELOPE NO. 3



Michigan Election Resources Form No. 822



2. MOVE TO A *DIFFERENT* CITY OR TOWNSHIP

A registered elector who moves from one Michigan city or township to another Michigan city or township – who fails to reregister in the new city or township – can vote one last time in the precinct where registered *IF THE MOVE WAS MADE WITHIN 60 DAYS OF THE ELECTION*. Proceed as follows:

- A. Have the voter complete a Cancellation Authorization and an Application to Vote.
- B. Make the proper check to identify the voter.
- C. If the person is satisfactorily identified by the check, initial the Cancellation Authorization and the Application to Vote.
- D. Following the election, forward the Cancellation Authorization to the clerk. The clerk cancels the voter's registration in the city or township. *The person must register in his or her new city or township of residence in order to vote in the next election.*

AUTHORIZATION TO CANCEL REGISTRATION	
DATE OF ELECTION: _____	
WARD/PRECINCT _____	
VOTER: PLEASE PRINT INFORMATION REQUESTED BELOW.	
_____ PREVIOUS ADDRESS	
_____ CITY OR TOWNSHIP	
<p>I certify that I was a registered and qualified elector in the above city or township and that I moved to the address below AFTER THE 60TH DAY prior to this election. I further authorize the clerk of the city or township listed above to cancel my voter registration. I understand that I must register to vote with the clerk of the city or township where I now reside.</p>	
_____ CURRENT ADDRESS	
_____ CITY OR TOWNSHIP	
_____ PRINT NAME	_____ DATE OF BIRTH
 _____ SIGNATURE OF VOTER	_____ INSPECTOR'S INITIALS
NOTE TO INSPECTOR: RETURN FORM IN ENVELOPE NO. 3 Michigan Election Resources Form No. 821	
	

NOTE: If the move was made **60 DAYS OR MORE BEFORE THE ELECTION**, have the voter complete a Cancellation Authorization but the voter may not vote in the precinct and is not issued a ballot. The inspector includes a note to the local clerk in the #3 envelope detailing the incident. The voter's Application to Vote is not spindled, and can either be discarded or included with the note to the clerk.

TOPIC 6: PROVISIONAL BALLOTS

1. COMPLETION OF “FOUR-STEP” PROCEDURE FORM

The provisional balloting process must be employed anytime a voter who completes an Application to Vote form does not appear in the e-Pollbook or on the QVF precinct list. If an elector who completes an Application to Vote form does not appear in the e-Pollbook or on the QVF precinct list, contact the clerk for assistance. With the clerk's assistance, the “Four-Step” procedure form must be completed before issuing a ballot to the voter.

In an instance where the “Four-Step” procedure form must be completed before a ballot can be issued to the voter, the precinct board must carefully work through the form and make a final determination on whether the ballot issued to the voter can be handled like any other ballot issued in the polls (i.e., deposited in the precinct's tabulator) or must be preserved in a special “Provisional Ballot Security Envelope” and returned to the clerk's office for further review after the polls close. The “Four-Step” procedure form is designed to guide the precinct board in making this determination. A ballot preserved in a “Provisional Ballot Security Envelope” is commonly called an “envelope” ballot. Provisional ballot security envelopes can be found in your supplies.

2. WHEN TO ISSUE “ENVELOPE” BALLOTS: THREE INSTANCES

All city and township clerks are reminded that a voter may be issued an “envelope” ballot for failing to satisfy the following requirements:

- 1) The identification requirement and/or residence verification requirement detailed in the Four-Step Procedure form (i.e. any “no” answer to the 4-step form).
- 2) The federal identification requirement imposed on first-time mail registrants who have never previously voted in Michigan.
- 3) The Michigan picture identification requirement.

A voter issued an “envelope” ballot for any of the three reasons listed above can satisfy the requirements during the six day “envelope” ballot evaluation period. A document titled, “Procedure for Handling ‘Envelope’ Ballots Returned to Clerk's Office” is available on the Department's Web site at www.michigan.gov/elections.



STATE OF MICHIGAN
RUTH JOHNSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

Procedure for Issuing a Ballot

If Voter's Name Does Not Appear On Registration List

-- A Four-Step Procedure --

If an elector who completes an Application to Vote form does not appear on the precinct's QVF list, *contact the clerk for assistance and complete this form before issuing a ballot to the voter.* There are two exceptions:

EXCEPTION #1: If the voter is in the proper polling place and is able to produce a voter registration receipt that shows that he or she registered to vote before the registration deadline, there is no need to complete this form. Instead, contact the clerk for assistance if needed and arrange to have the voter complete another registration form. After the voter has completed the registration form, permit the voter to vote under regular procedure.

EXCEPTION #2: If you or the clerk determines that the voter is registered to vote in a different precinct and the voter is willing to travel to his or her proper polling place, there is no need to complete this form. Instead, give the voter directions to his or her proper polling place. (If the voter declines to travel to his or her proper polling place, continue with the completion of this form and carefully follow the instructions under Step Four for issuing an "envelope" ballot to the voter. In such an instance, inform the voter that his or her ballot will not count if it is confirmed that the voter is voting in the wrong precinct.)

IF YOU MUST COMPLETE THIS FORM BEFORE ISSUING A BALLOT TO THE VOTER, CAREFULLY FOLLOW THE FOUR STEPS EXPLAINED ON THE FOLLOWING PAGES.

State of Michigan Voter Registration Application and Michigan Driver License/Personal Identification Card Address Change Form

1**answer**Are you a citizen of the United States of America? ☐ Yes ☐ NoWill you be 18 years of age on or before election day? ☐ Yes ☐ No

➤ If you checked "NO" in response to either of these questions, do NOT complete this form.

2**complete application**

Last Name First Name Middle Name

Address where you live —house number and street/road Apt. No./Lot No.

City Zip Code Telephone *optional***MI**

If you do not have a house or street address, describe location where you live —cross streets or roads, landmarks, etc.

☐ City or ☐ Township where you live County where you live School District *if known*Mailing Address *if different* ☐ For use on Driver License/Personal ID and Voter Registration ☐ For use on Voter Registration onlyDate of Birth ☐ Male ☐ FemaleID Number *check applicable box and provide appropriate number*☐ I have a state issued driver license or personal ID card # _____ State: _____☐ I do not have a state issued driver license or personal ID card. The last four digits of my Social Security Number are _____☐ I do not have a state issued driver license, a state issued personal ID card or a Social Security Number.*An ID number will be assigned to you for voter registration purposes.*Are you still registered to vote at your last address? ☐ Yes ☐ No ☐ Don't Know *If "Yes" or "Don't Know" enter previous address*Previous Street Address ☐ City or ☐ Township of CountyState Zip Code Registered under name of *if different than above***3****read, sign and date****I certify that:**

- I am a citizen of the United States.
- I am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day.
- I will be at least 18 years of age by election day.
- I authorize cancellation of any previous registration.
- The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under federal or state laws.

X	Signature of Applicant	Date
X	Signature of Applicant	Date

Sign and date both spaces provided above.

STEP ONE: VOTER must complete the following affidavit and provide requested information on registration process. (Note: The voter must complete the affidavit in order to receive a provisional ballot. If the voter refuses to complete the affidavit, advise the voter that he or she cannot vote. In such an instance, there is no need to complete the remainder of this form.)

AFFIDAVIT

I, _____, hereby affirm that I am a resident of the ☐ City ☐ Township of _____, Michigan and I reside at _____.

I further affirm that I submitted a voter registration application on or before the close of registration for the election at hand.

By signing this affidavit, I swear that the above statements are true. I also understand that I must complete and submit a new voter registration application.

Signature of Elector: _____ Date ____/____/____

Signature of Clerk, Authorized Assistant or Election Inspector: _____

An individual who provides false information in the above affidavit is guilty of perjury which is punishable by a fine of up to \$1,000.00 and/or imprisonment for up to 5 years.

Process used to register to vote:

- ☐ Mail-in registration form
- ☐ Secretary of State Branch Office
- ☐ Secretary of State "Renewal by Mail" Program
- ☐ Designated voter registration agency
- ☐ County, city or township clerk's office

Approximate DATE OF REGISTRATION: _____

STEP TWO: ELECTION INSPECTOR asks the VOTER to complete a voter registration application.

- If the voter completes a voter registration application, retain it with this form.
- If the voter declines to complete a voter registration application, continue with the completion of this form and carefully follow the instructions under Step Four for issuing an "envelope" ballot to the voter.

STEP THREE: ELECTION INSPECTOR issuing ballot must answer the four questions provided below.

- (1) Check with the clerk to confirm that the voter is not registered to vote in any other precinct in the city or township. Were you able to reach the clerk to make this check? (Answer "No" if (1) you were unable to reach the clerk or (2) the clerk advised that the voter is, in fact, registered in a different precinct in the city or township. Answer "Yes" if you reached the clerk and the clerk advised that the person is not registered in a different precinct in the city or township.) ☐ YES ☐ NO
- (2) Check the voter's identity. Is the voter able to identify himself or herself by showing a Michigan Driver License, Michigan Personal Identification Card, other government issued photo identification card or a photo identification card issued by a Michigan university or college? ☐ YES ☐ NO

If "Yes," check ONE of the following and enter requested information:

☐ Michigan Driver License (enter number):

☐ Michigan Personal Identification Card (enter number):

☐ Other government issued photo identification card (describe):

☐ Photo identification card issued by a Michigan university or college (describe):

If "No," ask the voter for any form of identification and complete following:

☐ Voter showed a different form of identification (describe):

☐ Voter was unable to show any form of identification.

- (3) Check the voter's residential address. Is the voter able to confirm that he or she currently resides in the precinct by showing a Michigan Driver License, Michigan Personal Identification Card, other government issued photo identification card or a photo identification card issued by a Michigan university or college? ☐ YES ☐ NO
- (Answer "No" if voter shows a Michigan Driver License, Michigan Personal Identification card, other government issued photo identification card or a photo identification card issued by a Michigan university or college that contains an address outside of the precinct.)

If "No," ask voter if he or she can confirm that he or she currently resides in the precinct by showing any of the following documents (1) a current utility bill (2) a current bank statement (3) a current paycheck or government check or (4) any other government document. If voter produces such a document, describe below and indicate if the document contains the voter's name and address:

- (4) Did the voter complete and submit a voter registration application? ☐ YES ☐ NO

If "No," explain: _____

STEP FOUR: ELECTION INSPECTOR issues an "affidavit" ballot or an "envelope" ballot to the VOTER as explained below.

- If you answered "Yes" to all four of the questions appearing under Step Three, issue an "affidavit" ballot to the voter:

(1) Prepare ballot as a "challenged" ballot and issue to the voter. (Write and conceal the ballot

serial number on the reverse side of the ballot.)

- (2) Enter the voter's name in the poll book and write "AFFIDAVIT BALLOT" next to the voter's name.
- (3) Direct voter to a voting station and permit voter to vote ballot.
- (4) After the voter has voted the ballot, remove the ballot stub. Direct voter to deposit ballot in tabulator.
- (5) Remove the "NOTICE" which appears below and issue it to the voter.
- (6) Forward this form and the voter registration application completed by voter to the clerk after the polls close.

- **If you answered "No" to any of the four questions appearing under Step Three, issue an "envelope" ballot to the voter:**

- (1) Prepare ballot as a "challenged" ballot and issue to the voter. (Write and conceal the ballot serial number on the reverse side of the ballot.)
- (2) Enter the voter's name in the poll book and write "ENVELOPE BALLOT" next to the voter's name.
- (3) Direct voter to a voting station and permit voter to vote ballot.
- (4) After the voter has voted the ballot, direct the voter to place the ballot in a SECRECY SLEEVE. Next, direct the voter to insert the ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE. The ballot stub remains attached to the ballot. (To protect the secrecy of the ballot, no member of the precinct board should handle the ballot during this step.)
- (5) Seal the PROVISIONAL BALLOT SECURITY ENVELOPE and complete the entries on the outside of the envelope. Seal the ballot in the envelope only; do not enclose this form or the voter registration application completed by the voter in the envelope.
- (6) Remove the "NOTICE" which appears below and issue it to the voter.
- (7) Forward this form, the voter registration application completed by the voter and the PROVISIONAL BALLOT SECURITY ENVELOPE holding the voter's ballot to the clerk after the polls close.

**NOTICE TO VOTERS WHO DO NOT
APPEAR ON THE PRECINCT'S REGISTRATION LIST**

***(Notice must be issued to any voter who 1) does not appear on the precinct's registration list
2) completed the attached four-step procedure form and 3) was issued a provisional ballot.)***

As explained by the election workers, special procedures were followed when issuing you a ballot as your name did not appear on the registration list where you offered to vote. Please be advised of the following:

- If the election workers directed you to place your ballot in the precinct's tabulator, all valid votes appearing on your ballot *will count*. You have voted!
- If the election workers directed you to place your ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE, the clerk will determine if your ballot can be counted within six calendar days after the election. If your ballot can be counted, all valid votes appearing on your ballot *will count*. If your ballot cannot be counted, *no votes appearing on your ballot will count*.

IMPORTANT: MAKING SURE YOUR BALLOT COUNTS

If the election workers placed your ballot in a PROVISIONAL BALLOT SECURITY ENVELOPE because you were unable to satisfy the identification and/or residency verification steps, your ballot will be counted if you provide your local city or township clerk with required document(s) no later than the sixth calendar day after the election. You can appear in person in your city or township clerk's office to show the document(s), fax the document(s) to the clerk or mail a copy of the document(s) to the clerk. If you do not satisfy the identification requirement and/or the residency verification requirement within six calendar days after the election, your ballot will not count. The following lists the types of documents you can use to satisfy the requirements:

Documents which satisfy identification requirement: A Michigan Driver License; a Michigan Personal Identification Card; any other type of government issued identification card which shows your photo; or an identification card issued by a Michigan university or college which shows your photo.

Documents which satisfy residency requirement: A Michigan Driver License; A Michigan Personal Identification Card; government issued photo identification card; photo identification issued by a Michigan university or college; current utility bill; current bank statement; current paycheck or government check; or any other government document.* The document must show your name and your address. The address shown on the document must be in the precinct where you voted.

NEED MORE INFORMATION?

For additional information, contact your city or township clerk's office in person or by phone. If your ballot cannot be counted, the clerk will explain why. Contact information:

* Contact your local city or township clerk if you wish to obtain information on the government documents which can be used to satisfy the requirement.

3. PROVISIONAL BALLOT NOTICES

A voter issued a provisional ballot must be issued the proper notices as provided below:

1) Does not appear on the precinct's registration list 2) completed the four-step procedure form and 3) was issued a provisional ballot.

- “Notice to Voters Who do not Appear on the Precinct’s Registration List” (Detachable notice attached to the Four-Step procedure form or provided in precinct supply kit, see example on page 36 or in the appendix page 137).

Unable to satisfy the state and/or federal identification requirement

- “Notice to Voters Unable to Satisfy State and/or Federal Identification Requirement” in the appendix page 138

Both notices are available on the Department’s Web site at www.michigan.gov/elections.

If, after completing the “Four-Step” procedure form, it is determined that the ballot can be tabulated in the precinct (all answers were “Yes”), proceed as follows:

1. Prepare ballot as a “challenged” ballot and issue it to the voter.
2. Enter the Voter into the e-Pollbook. The voter’s information must be manually entered into the EPB. To add a voter and issue a Provisional **affidavit** ballot:
 - a. Click the Unlisted tab
 - b. Click New
 - c. Enter the voter’s information
 - d. Click OK
 - e. Click Provisional (**affidavit**) ballot

The screenshot displays the QVF Electronic Pollbook application. The main window shows the 'Voter Search' section with a search bar and a list of voters. A pop-up window titled 'Unlisted Voter' is open, showing fields for Last Name (MCQVF), First Name (ADRIAN), Middle Name (LOUISE), Suffix, DOB (1/20/1992), and Address (123 E MAIN ST, PAW PAW, MI 49079). A 'New' button is visible in the bottom left corner. A second pop-up window titled 'Issue a ballot' is open, showing options for 'Regular ballot', 'Provisional (affidavit) ballot', 'Provisional (envelope) ballot', and 'Challenged ballot'. The 'Provisional (affidavit) ballot' option is selected. Other actions include 'Record an absentee ballot', 'Spoil a ballot', and 'Reject a ballot'. The 'Undo' button is also visible.

3. Direct voter to a voting station and permit voter to vote ballot.
4. After the voter has voted the ballot, remove the ballot stub and direct voter to deposit ballot in tabulator.
5. Issue the “Notice to Voters Who do not Appear on the Precinct’s Registration List” typically found on the bottom of the “Four-Step” procedure form or as a detached notice in the precinct supply kit.
6. Forward the “Four-Step” procedure form completed by the voter to the clerk after the polls close.

If, after completing the “Four-Step” procedure form, it is determined that the ballot must be preserved as an “envelope” ballot (any question was answered “No”), proceed as follows:

1. Prepare ballot as a “challenged” ballot and issue it to the voter.

2. Enter the Voter into the e-Pollbook. The voter’s information must be manually entered into the EPB. To add a voter and issue a Provisional **envelope** ballot:

1. Click the Unlisted tab
2. Click New
3. Enter the voter’s information
4. Click OK
5. Click Provisional (**envelope**) ballot

The screenshots show the QVF Electronic Pollbook interface. The main window displays the 'Voter Search' section with a 'DLN / Name' search bar and a 'Search' button. Below this, there's a section for 'This Precinct | Other' with a tab for 'Unlisted'. A message states 'These voters were entered manually:'. Below this is a table with columns 'Voter Name' and 'DOB'. A 'New' button is visible at the bottom left of the main window. An 'Unlisted Voter' dialog box is open, showing fields for 'Last Name' (MCQVF), 'First Name' (ADRIAN), 'Middle Name' (LOUISE), 'Suffix', 'DOB' (1/20/1992), and 'Address' (123 E MAIN ST, PAW PAW, MI 49079). An 'OK' button is at the bottom left of the dialog. Below the main window, an 'Issue a ballot' dialog box is open, showing options: 'Regular ballot', 'Provisional (affidavit) ballot', 'Provisional (envelope) ballot' (selected), and 'Challenged ballot'. There are 'Undo' and 'Undo (Nothing to undo)' buttons, and a checkbox for 'Unlock this voter without performing any action'. To the right of the 'Issue a ballot' dialog, there's an 'Other actions' section with buttons for 'Record an absentee ballot', 'Spoil a ballot', and 'Reject a ballot'. A 'Label' button is at the bottom right of the 'Other actions' section.

3. Fold the ballot along the score lines and place the ballot into a provisional ballot secrecy sleeve with the stub exposed. Place the ballot secured inside of the secrecy sleeve into a Provisional Ballot Security Envelope. Complete the required entries on the outside of the security envelope and check the “Elector’s name did not appear...” box.

Alternate Method for QVF Precinct List/Traditional Pollbook Users

For Provisional **affidavit** ballots:

154	Don Armstrong	159	
155	Sarah Jones	161	Prov. Affidavit
156	Scott Brady	162	

Enter the voter’s name in the Poll Book and write “Provisional **Affidavit**” in the corresponding remarks column. Add the voter to the Precinct List

For Provisional **envelope** ballots:

69	Betty Arthur	76	
70	Sally Briggs	77	Prov. Envelope
71	Sam Houston	78	

4. Issue the ballot to the voter secured inside of the secrecy sleeve and the Provisional Ballot Security Envelope.
5. Direct voter to a voting station and permit voter to vote ballot.
6. After the voter has finished marking the ballot and placed the ballot back into the secrecy sleeve with the stub exposed, direct the voter to the Help Desk or the ballot serial number verification station.
7. Once the ballot serial number is verified by an election inspector, direct the voter to place the secured ballot back into the Provisional Ballot Security Envelope. (To protect the secrecy of the ballot no member of the precinct board should handle the ballot during this step.) The ballot stub remains attached to the ballot.
8. Seal the Provisional Ballot Security Envelope and secure it in the envelope addressed to the local clerk for delivery after the close of the polls.

Entries Which Must Appear on Provisional Ballot Security Envelope
--

PROVISIONAL BALLOT SECURITY ENVELOPE

Use a separate security envelope for each “envelope” ballot issued by the precinct board. Deliver all sealed “envelope” ballots to the clerk after the polls close.

VOTER'S NAME: _____

NAME OF CITY OR TOWNSHIP: _____

ELECTION INSPECTOR SEALING BALLOT: _____

PRECINCT NUMBER: _____ DATE OF ELECTION: _____

REASON WHY “ENVELOPE” BALLOT ISSUED (CHECK ONE):

- ☐ ELECTOR'S NAME DID NOT APPEAR ON THE PRECINCT'S QVF LIST. (Complete four-step procedure form before issuing ballot. Do not enclose the four-step procedure form in this envelope.)
- ☐ ELECTOR SUBJECT TO FEDERAL ID REQUIREMENT UNABLE TO PRODUCE AN ACCEPTABLE FORM OF ID. (There is no need to complete the four-step procedure form before issuing ballot.)
- ☐ ELECTOR PRODUCED PHOTO ID TO SATISFY THE MICHIGAN VOTER IDENTIFICATION REQUIREMENT; QUESTIONS OVER THE ELECTOR'S IDENTITY REMAINED AFTER INSPECTION OF THE PHOTO ID. (There is no need to complete the four-step procedure form before issuing a ballot.)

9. Issue the “Notice to Voters Unable to Satisfy State and/or Federal Identification Requirement” typically attached to the “Four-Step” procedure form or as a detached notice in the precinct supply kit.
10. Forward the four-step procedure form and the sealed Provisional Ballot Security Envelope holding the voter’s ballot to the clerk after the polls close in the Provisional Ballot Storage Envelope provided in your precinct supplies. These are the only ballots that don’t get put into the ballot container.

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">PLACE IN THIS ENVELOPE</div> <div style="font-size: 0.8em; margin-bottom: 10px;">(THIS ENVELOPE NECESSARY ONLY WHEN PROVISIONAL BALLOTS ARE ISSUED IN THE PRECINCT)</div> <div style="margin-bottom: 10px;">Provisional Ballot Instruction Forms Voter Registration Applications Provisional Ballot Security Envelopes</div> <div style="margin-bottom: 10px;">_____ (Date of Election)</div> <div style="margin-bottom: 10px;">_____ (City, Township, Village or School District)</div> <div style="margin-bottom: 10px;">_____ (Ward/Precinct)</div> <div>COUNTY OF _____, MICHIGAN</div>	<div style="font-size: 1.2em; font-weight: bold; margin-bottom: 20px;">PROVISIONAL BALLOT STORAGE ENVELOPE</div> <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"><div style="font-weight: bold; font-size: 1.1em;">TO: LOCAL CLERK</div></div>
--	---

TOPIC 7: BALLOT ISSUES

1. BALLOTS REJECTED BY TABULATOR - PRESERVING BALLOT SECRECY

It is improper for an election official or any member of a board of election inspectors to view a voter's marked ballot if the identity of the voter is known. It is particularly important that this point be emphasized to all election inspectors. Issues regarding ballot secrecy typically involve the mishandling of ballots that are rejected by the tabulator. To ensure the secrecy of all marked ballots, the election inspector assigned to monitor the tabulator must remain at least *10 feet away* from the tabulator whenever it is in use. This policy is referred to as the "10-foot rule." In addition, it is important that the instructions and options that are offered to a voter whose ballot is rejected by the tabulator are accurate and consistent.

The following "script" is offered to ensure uniformity in the interactions that take place between election inspectors and voters whose ballots have been rejected by the tabulator. The script is designed to be read to any voter who experiences the rejection of his or her ballot due to a voting error. It is recommended that a copy of the script be distributed to your election inspectors for use at the polls on Election Day.

STEP I: An election inspector reads one of the following statements to a voter whose ballot has been rejected by the tabulator due to a voting error:

Statement A. The voter has "overvoted" one or more offices or proposals on the ballot:

- The tabulator has rejected your ballot because it is improperly marked. According to the tabulator, *you have cast more votes for an office or proposal than allowed.*
- *If you wish to correct this error, we will be happy to provide you with a replacement ballot.*
- *If you **do not** wish to correct this error, your ballot may be accepted as presented. Please be aware, however, that any invalid marks on your ballot will not be counted.*

Statement B. The voter has "crossover" voted in a partisan primary:

- The tabulator has rejected your ballot because it is improperly marked. According to the tabulator, *you have cast votes for candidates of more than one political party.*
- *If you wish to correct this error, we will be happy to provide you with a replacement ballot.*
- *If you **do not** wish to correct this error, your ballot may be accepted as presented. Please be aware, however, that any invalid marks on your ballot will not be counted.*

Statement C. The voter has not cast any votes ("blank" ballot):

- The tabulator has rejected your ballot because it appears that *you did not cast any votes.*

- *If you wish to re-mark your ballot, you may return to the voting station. Instructions on the voting process will be provided upon your request.*
- *If you **do not** wish to re-mark your ballot, your ballot may be accepted as presented. Please be aware, however, that no votes will count.*

STEP II: If the voter requests that his or her ballot be accepted as presented, the election inspector should *re-emphasize that one or more votes will not be counted* and offer the voter a second opportunity to obtain a replacement ballot:

Statement A. The voter has “overvoted” one or more offices or proposals on the ballot:

- If your ballot is accepted as marked, *no votes cast for any office or proposal that is “overvoted” will count. Are you certain that you do not wish to receive a replacement ballot?*

Statement B. The voter has “crossover” voted (voted for candidates of more than one political party):

- If your ballot is accepted as marked, *no votes which appear in the partisan section of your ballot will count. Are you certain that you do not wish to receive a replacement ballot?*

Statement C. The voter has not cast any votes (“blank” ballot):

- If your ballot is accepted as marked, *no votes will count for any offices or proposals. Are you certain that you do not wish to return to the voting station?*

2. PROCESSING ABSENT VOTER BALLOTS - FALSE READS

A “false read” is a term used to describe any situation where the tabulator rejects a ballot due to a “crossover vote” in a partisan primary or an “over vote” and the crossover vote or over vote was caused by 1) a correction (such as an erasure) or a stray mark that the tabulator identified as a vote on 2) an invalid write-in vote. Given the potential for “false reads,” it is important that all absent voter ballots rejected by the tabulator be visually inspected to verify the reason for the rejection. If it is determined that the rejection was due to a “false read,” the ballot must be duplicated. When duplicating the ballot, the stray mark, correction or invalid write-in vote must be eliminated to ensure the proper tabulation of all valid votes on the ballot. ***See Topic 8 – Processing Absentee Ballots.***

3. SPOILED BALLOTS

A voter who spoils his or her ballot may obtain a new ballot following the “Spoiled Ballot Procedure:”

1. Direct the voter to return the spoiled ballot secured inside the secrecy sleeve to the processing table. It is important that the secrecy of the ballot be maintained; *do not look at the voted ballot*. The Application to Vote will also be needed.
2. Write the word “Spoiled” on the top of the ballot.

5. After the ballot is spoiled, the regular ballot process must be used to issue a new ballot to the voter.

6. Record the new ballot number in the e-Pollbook or on the List of Voters in the traditional Poll Book opposite the name of the voter and on the voter's Application to Vote.

7. Return the spoiled ballot to the clerk after the polls close in the "Spoiled or Defective Ballots" envelope. (The envelope is sealed into the approved ballot container on election night.)

Application to Vote – Poll List

Voter No. (Poll Book) 64


Ward _____

Date of Election November 6, 2007 Precinct 2

I hereby certify that I am a registered and qualified elector in the above precinct and hereby make application to vote at this election.

PRINT NAME: Bob Walters

DATE OF BIRTH 6/22/61 RESIDENCE ADDRESS 203 Holmes Dr.

SIGN HERE  Bob Walters SIGNATURE OF VOTER

APPROVED SC ELECTION INSPECTOR

BALLOT NO. 74
Spoiled

NOTE TO INSPECTORS: This envelope should be securely sealed with a Red Quinced Seal which has been properly completed and initialed by two inspectors.

PLACE IN THIS ENVELOPE

✓ Spoiled or Defective Optical Scan Ballots With Ballot Stubs Removed.

(Date of Election)

(Name of Inspectors)

(Verbal Pledge)

COUNTY OF _____ MICHIGAN

SPOILED OR DEFECTIVE BALLOTS

4. EXPOSED BALLOTS

If a voter who *deliberately* shows any person in the polling place how he or she voted, the voter's ballot is void and must be rejected. DO NOT PERMIT THE VOTER TO VOTE AGAIN IN THE ELECTION.

Mark the ballot, "Rejected for Exposure." Do not give the voter another ballot to replace the rejected one. Enter a complete account of the matter on the Remarks section of the e-Pollbook or Traditional Poll Book and follow the "Exposed Ballot Procedure:"

OFFICIAL BALLOT
GENERAL ELECTION, November 7, 2006
HELENA TOWNSHIP 1
ANTRIM COUNTY, MICHIGAN

REJECTED FOR EXPOSURE

TO VOTE: Completely darken the oval opposite each choice as shown: ●

IMPORTANT: To mark your ballot, use only a black or blue ink pen or other marking tool, if provided. **DO NOT USE ANY OTHER INK COLOR!**

PARTISAN SECTION: To vote the partisan section of the ballot, you may cast a "straight ticket," a "split ticket" or a "mixed ticket."

Straight Ticket: Vote the party of your choice. Nothing further need be done in the partisan section.

Split Ticket: You may vote a straight ticket **AND** vote for individual candidates of your choice.

Mixed Ticket: Vote for the individual candidates of your choice in each office.

The **NONPARTISAN** and **PROPOSAL SECTIONS** of the ballot must be voted separately. Be certain to check the reverse side of the ballot.

DO NOT vote for more candidates than indicated under each office title.

WRITE IN CANDIDATES: To vote for a person whose name is not printed on the ballot, write or place the name of that person in the blank space provided and darken the oval. This must be done even if you cast a straight party vote. Do not cast a write-in vote for a person whose name is already printed on the ballot for that office.

WHEN YOU HAVE COMPLETED VOTING: Place the ballot in the secrecy sleeve so that votes cannot be seen and the numbered stub is visible. Return the ballot to the election official stationed at the tabulator. (If voting by absentee ballot, follow the instructions provided by the clerk for returning the ballot.)

NOTE: If you make a mistake, return your ballot to the election official and obtain a new ballot. Do not attempt to erase any marks made in error.

PARTISAN SECTION	CONGRESSIONAL	STATE BOARDS
STRAIGHT PARTY TICKET TO VOTE A STRAIGHT PARTY TICKET Vote for not more than ONE	UNITED STATES SENATOR 6 YEAR TERM (Vote for ONE) Michael Bouchard ● Debbie Stabenow ○	MEMBER OF THE UNIVERSITY OF MICHIGAN BOARD OF REGENTS 8 YEAR TERM (Vote for TWO) David Brandon ○
REPUBLICAN PARTY ●	Democrat ○	Republican ○

- Record the rejected ballot in the e-Pollbook. Pull the voter's record up in the EPB software by typing the voter's name into the DLN/Name field, entering the last name first, select the voter's name, click Lock this Voter Record and:

- Click Reject a ballot
- Click OK – the software will automatically enter the ballot number you are rejecting.
- Click OK

Issue a ballot

Regular ballot
Provisional (affidavit) ballot
Provisional (envelope) ballot
Challenged ballot

Undo Undo (Nothing to undo)

✗ Unlock this voter without performing any action

Other actions

Record an absentee ballot
Spoil a ballot
1 Reject a ballot

Reject a ballot

You are about to reject a ballot for:

Mcqv, Jonathan Clark 3/6/1954

The number of the ballot to be rejected is: 00000008

2 OK Cancel

QVF Electronic Poll Book

A Ballot may only be Rejected for:

- 1) Exposure
- 2) Missing stub/# does not agree, or
- 3) Ballot was left in booth/voter did not tabulate.


PLEASE NOTE THE REASON THE BALLOT WAS REJECTED IN REMARKS

3 OK

Alternate Method for QVF Precinct List/Traditional Pollbook Users

Write "Rejected" next to the voter's name in the Traditional Poll Book

157	John Smithson	163	
158	Karen Smithson	164 172	Spoiled
159	David Garcia	165	Rejected
160	Paul Arnold	166	



- Make a notation of the incident in the Remarks section of the e-Pollbook or traditional Poll Book.
- Seal the rejected ballot in an envelope labeled "Rejected."
- Write the reason for the rejection along with the name of the voter on the outside of the labeled envelope. (If you were not supplied with an envelope reserved for this purpose, create your own.)
- Return the rejected ballot to the clerk after the polls close.

5. DEFECTIVE BALLOTS

If a voter's ballot is found to be defective and the voter is *unwilling to re-vote* the defective ballot, open the Auxiliary Bin and deposit the ballot inside. Assure the voter that his or her votes will be counted. (*The ballot must be duplicated after 8:00 P.M.*)

If the voter is willing to re-vote a new ballot, issue the new ballot following the "Spoiled Ballot Procedure."

TOPIC 8: PROCESSING ABSENTEE BALLOTS IN A PRECINCT OR ABSENT VOTER COUNTING BOARD

1. PROCESSING ABSENTEE BALLOTS

In a precinct, absentee ballots may be processed and tabulated as time permits throughout election day. In an absent voter counting board, ballots may be processed and tabulated as soon as the board convenes on election day - but no earlier than 7:00 a.m.

Note: e-Pollbook is not programmed correctly for use in an AVCB.

To ensure voter anonymity, absentee *ballots must always be processed in multiples*. Using at least two election inspectors who have expressed a preference for different political parties, proceed as follows:

- Determine the legality of the ballot:
 - Verify that the voter signed the outside of the absentee ballot return envelope.

- B. Verify that the name on the absent voter ballot application is the same as the name on the ballot return envelope.
 - C. If processing in the precinct, check the e-Pollbook or QVF Precinct List to confirm that the voter did not vote in person earlier in the day.
2. If it is determined by a *majority of the board* that the ballot is illegal and should not be counted, do *not* open the return envelope. Write “REJECTED AS ILLEGAL” on the envelope along with the reason. This notation must be initialed by the chairperson.
3. If the Clerk has indicated the absentee ballot should be processed as a “Challenged ballot” the absentee ballot must be specially prepared as explained below:
 - While maintaining secrecy, the election inspector handling the challenge writes the number appearing on the voter’s ballot in pencil on the ballot (not on the stub).
 - After the ballot number is recorded in pencil on the ballot, the number is concealed with tape and/or a slip of paper as directed by the election official administering the election.
4. Once the ballot has been determined legal, remove the ballot from the return envelope.
5. If the return envelope does not contain a ballot, make a notation on the remarks section in the e-Pollbook or Traditional Poll Book. If the voter did not return the secrecy envelope, insert the ballot in a secrecy sleeve from your supplies. If the ballot is not properly inserted in the secrecy sleeve, reinsert the ballot in the proper manner.
6. Check to see if the number on the ballot stub matches the ballot number recorded on the absent voter ballot application.

If the *stub is missing or the ballot number does not match*, enter a notation in the remarks section of the e-Pollbook or Traditional Poll Book and prepare the ballot as a “challenged” ballot.

7. If working with a List of Absent Voters, highlight the voter’s name on the list or if processing in the EPB software record the absentee ballot by:

Pulling the absent voter’s record up in the EPB software, lock it in if necessary and:

1. Click Record an absentee ballot
2. Verify ballot number (enter if not auto filled) is the same as assigned - Click OK

Alternate Method for QVF Precinct List/Traditional Pollbook Users

Enter the voter's name, the ballot number and the letter "A.V." (absent voter) in the Poll Book.

3. The election inspector who checked the legality of the ballot adds their initials and the voter number to the application. The application may be spindled with the other Applications to Vote or retained separately.
4. Remove the ballot stub and secure the ballot until several AV ballots have been processed.
5. Remove multiple ballots from their secrecy envelopes and place them all together into one secrecy sleeve until ready for tabulation.

If an absentee ballot is received from a person who is not registered in your precinct according to the e-Pollbook or QVF Precinct List or whose name does not appear on the List of Absent Voters, do not open the return envelope. Contact the clerk for instructions. Return all absentee ballot envelopes – whether opened or not – to the clerk at the end of the day in the A.V. ENVELOPE provided in your supplies.

NOTE TO INSPECTORS: This envelope should be securely sealed with a Red Clamshell Seal which has been properly completed and initialed by two inspectors.

PLACE IN THIS ENVELOPE A.V. ✓ ABSENT VOTER APPLICATIONS ✓ ABSENT VOTER ENVELOPES (Opened and Properly) ✓ LIST OF ABSENT VOTERS NAME OF ELECTOR: NAME OF INSPECTOR: (If applicable) COUNTY OF _____	CLERK'S RECORD ONLY DESTROY AFTER Date: _____
---	---

TO: LOCAL CLERK

Michigan Election Resources
Form 101 8/10

2. HANDLING BALLOT ERROR MESSAGES WHEN PROCESSING ABSENTEE BALLOTS

If an absentee ballot is rejected by the tabulator it will be necessary to visually inspect the ballot to determine the appropriate course of action. If the rejection is due to a “false read,” deposit the ballot into the auxiliary bin for duplication. *NOTE: If processing absentee ballots in a precinct, duplications may not be made until after the close of the polls. If processing absentee ballots in an absent voter counting board, duplications may be made throughout election day.*

The following “false reads” require duplication:

- A. **False “overvote” created by ballot correction** - Ballot instructs voter to “Vote for not more than 1.” Voter 1) casts vote by completing the arrow or filling in the oval 2) changes his or her mind and strikes vote and 3) votes for preferred candidate by completing a second arrow or filling in a second oval.

The tabulation equipment is programmed to identify and reject “overvoted” ballots. As a result, the ballot will be rejected due to the appearance of two marks in the race. This affords the election inspector an opportunity to visually inspect the ballot to verify the reason for the rejection. If it is determined that the rejection occurred due to a false read, the ballot must be duplicated. If it is determined that the office or proposal is overvoted, the rejection must be overridden.

False Overvote - Ballot Correction

GOVERNOR AND LIEUTENANT GOVERNOR
(Vote for not more than ONE)

DICK POSTHUMUS
LOREN BENNETT
REPUBLICAN

JENNIFER M. GRANHOLM
JOHN D. CHERRY, JR.
DEMOCRATIC

DOUGLAS CAMPBELL
ADRIANNA BUONARROTI
GREEN

JOSEPH M. PILCHAK
CLARA C. PILCHAK
U.S. TAXPAYERS

Write-in

Orig 1

Properly Duplicated

GOVERNOR AND LIEUTENANT GOVERNOR
(Vote for not more than ONE)

DICK POSTHUMUS
LOREN BENNETT
REPUBLICAN

JENNIFER M. GRANHOLM
JOHN D. CHERRY, JR.
DEMOCRATIC

DOUGLAS CAMPBELL
ADRIANNA BUONARROTI
GREEN

JOSEPH M. PILCHAK
CLARA C. PILCHAK
U.S. TAXPAYERS

Write-in

Dup 1

GOVERNOR AND LIEUTENANT GOVERNOR
(Vote For Not More Than ONE (1))

DICK POSTHUMUS
LOREN BENNETT
REPUBLICAN

JENNIFER M. GRANHOLM
JOHN D. CHERRY, JR.
DEMOCRATIC

DOUGLAS CAMPBELL
ADRIANNA BUONARROTI
GREEN

JOSEPH M. PILCHAK
CLARA C. PILCHAK
US TAXPAYERS

Orig 2

GOVERNOR AND LIEUTENANT GOVERNOR
(Vote For Not More Than ONE (1))

DICK POSTHUMUS
LOREN BENNETT
REPUBLICAN

JENNIFER M. GRANHOLM
JOHN D. CHERRY, JR.
DEMOCRATIC

DOUGLAS CAMPBELL
ADRIANNA BUONARROTI
GREEN

JOSEPH M. PILCHAK
CLARA C. PILCHAK
US TAXPAYERS

Dup 2

B. False “overvote” created by invalid write-in - Ballot instructs voter to “Vote for not more than 1.”

Voter 1) casts vote by completing the arrow or filling in the oval 2) records an “invalid” write-in under the same office and 3) completes the corresponding arrow or oval. The write-in vote is “invalid” if it contains 1) a fictitious name 2) the name of a candidate who already appears on the ballot for the same office or 3) the name of a person who did *not* submit a “Declaration of Intent” declaring his or her interest in seeking nomination or election to the office as a write-in candidate.

The tabulation equipment is programmed to identify and reject “overvoted” ballots. As a result, the ballot will be rejected due to the appearance of two marks in the race. This affords the election inspector an opportunity to visually inspect the ballot to verify the reason for rejection. If it is determined that the rejection occurred due to a false read, the ballot must be duplicated. If it is determined that the office or proposal is overvoted, the rejection must be overridden.

**False Overvote -
Invalid Write-In**

Orig 3 STATE SENATOR
10th DISTRICT
(Vote for not more than ONE)

REPUBLICAN	STEVE RICE	<input checked="" type="radio"/>
DEMOCRATIC	MICHAEL SWITALSKI	<input type="radio"/>
LIBERTARIAN	SCOTT W. ALLEN	<input type="radio"/>
	CAROLYN CELETTI	<input type="radio"/>
NO PARTY AFFILIATION		<input type="radio"/>
	Mickey Mouse	<input checked="" type="radio"/>
	Write-in	

Properly Duplicated

Dup 3 STATE SENATOR
10th DISTRICT
(Vote for not more than ONE)

REPUBLICAN	STEVE RICE	<input type="radio"/>
DEMOCRATIC	MICHAEL SWITALSKI	<input type="radio"/>
LIBERTARIAN	SCOTT W. ALLEN	<input type="radio"/>
	CAROLYN CELETTI	<input type="radio"/>
NO PARTY AFFILIATION		<input type="radio"/>
	Write-in	

Orig 4 REPRESENTATIVE
IN STATE LEGISLATURE
19TH DISTRICT
Vote For Not More Than ONE (1)

REPUBLICAN	JOHN R. PASTOR	<input checked="" type="radio"/>
DEMOCRATIC	KERRY L. LOWRY	<input checked="" type="radio"/>
LIBERTARIAN	MIKE SHESTERKIN	<input checked="" type="radio"/>
	Mickey Mouse	<input checked="" type="radio"/>

Dup 4 REPRESENTATIVE
IN STATE LEGISLATURE
19TH DISTRICT
Vote For Not More Than ONE (1)

REPUBLICAN	JOHN R. PASTOR	<input type="radio"/>
DEMOCRATIC	KERRY L. LOWRY	<input type="radio"/>
LIBERTARIAN	MIKE SHESTERKIN	<input type="radio"/>

C. “Blank” ballot which contains valid votes - Ballot instructions advise the voter: “To mark your ballot, use only a black or blue ink pen. DO NOT USE ANY OTHER INK COLOR!”

The tabulation equipment is programmed to identify and reject “blank” ballots. As a result, the ballot will be rejected due to the tabulator’s inability to read any of the votes cast on the ballot. This affords the election inspector an opportunity to visually inspect the ballot to verify the reason for rejection. If it is determined that the rejection occurred due to a false read, the ballot must be duplicated. If it is determined that the office or proposal is actually blank, the rejection must be overridden.

False “crossover” vote created by ballot correction - Partisan primary ballot advises voters: “...IF YOU VOTE IN MORE THAN ONE PARTISAN SECTION, YOUR PARTISAN BALLOT WILL BE REJECTED.” Voter 1) casts a vote in one of the party columns appearing on the ballot 2) changes his or her mind and strikes vote and 3) votes one or more offices in another party column.

The tabulation equipment is programmed to identify and reject partisan primary ballots that contain a “crossover” vote. As a result, the ballot will be rejected due to the appearance of marks in more than a single party column. This affords the election inspector an opportunity to visually inspect the ballot to verify the reason for rejection. If it is determined that the rejection occurred due to a false read, the ballot must be duplicated. If it is determined that the office or proposal is crossover voted the rejection must be overridden.

**False Crossover Vote -
Ballot Correction**

Orig 5

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
STATE GOVERNOR (Vote for not more than ONE) DICK POSTHUMUS <input checked="" type="radio"/> JOHN JOE SCHWARZ <input type="radio"/>	STATE GOVERNOR (Vote for not more than ONE) JAMES J. BLANCHARD <input checked="" type="radio"/> DAVID E. BONIOR <input type="radio"/> JENNIFER M. GRANHOLM <input type="radio"/>
CONGRESSIONAL UNITED STATES SENATOR	CONGRESSIONAL UNITED STATES SENATOR

Properly Duplicated

Dup 5

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
STATE GOVERNOR (Vote for not more than ONE) DICK POSTHUMUS <input type="radio"/> JOHN JOE SCHWARZ <input type="radio"/>	STATE GOVERNOR (Vote for not more than ONE) JAMES J. BLANCHARD <input type="radio"/> DAVID E. BONIOR <input type="radio"/> JENNIFER M. GRANHOLM <input type="radio"/>
CONGRESSIONAL UNITED STATES SENATOR	CONGRESSIONAL UNITED STATES SENATOR

Orig 6

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
STATE GOVERNOR (Vote for not more than ONE) DICK POSTHUMUS <input checked="" type="radio"/> JOHN JOE SCHWARZ <input type="radio"/>	STATE GOVERNOR (Vote for not more than ONE) JAMES J. BLANCHARD <input checked="" type="radio"/> DAVID E. BONIOR <input type="radio"/> JENNIFER M. GRANHOLM <input type="radio"/>
CONGRESSIONAL UNITED STATES SENATOR	CONGRESSIONAL UNITED STATES SENATOR

Dup 6

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
STATE GOVERNOR (Vote for not more than ONE) DICK POSTHUMUS <input type="radio"/> JOHN JOE SCHWARZ <input type="radio"/>	STATE GOVERNOR (Vote for not more than ONE) JAMES J. BLANCHARD <input type="radio"/> DAVID E. BONIOR <input type="radio"/> JENNIFER M. GRANHOLM <input type="radio"/>
CONGRESSIONAL UNITED STATES SENATOR	CONGRESSIONAL UNITED STATES SENATOR

- E. **False “crossover” vote created by invalid write-in** - Partisan primary ballot advises voters: “...IF YOU VOTE IN MORE THAN ONE PARTISAN SECTION, YOUR PARTISAN BALLOT WILL BE REJECTED.” Voter 1) enters an “invalid” write-in in one of the party columns on the ballot 2) completes the arrow or oval and 3) votes one or more offices in another party column. The write-in vote is “invalid” if it contains 1) a fictitious name 2) the name of a candidate who already appears on the ballot for the same office or 3) the name of a person who did *not* submit a “Declaration of Intent” declaring his or her interest in seeking nomination or election to the office as a write-in candidate.

The tabulation equipment is programmed to identify and reject partisan primary ballots that contain a “crossover” vote. As a result, the ballot will be rejected due to the appearance of marks in more than a single party column. This affords the election inspector an opportunity to visually inspect the ballot to verify the reason for rejection. If it is determined that the rejection occurred due to a false read, the ballot must be duplicated. If it is determined that the office or proposal is crossover voted the rejection must be overridden.

**False Crossover Vote -
Invalid Write-In**

Orig 7

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
STATE	STATE
GOVERNOR (Vote for not more than ONE)	GOVERNOR (Vote for not more than ONE)
DICK POSTHUMUS <input type="radio"/>	JAMES J. BLANCHARD <input type="radio"/>
JOHN JOE SCHWARZ <input type="radio"/>	DAVID E. BONIOR <input checked="" type="radio"/>
<i>Mickey Mouse</i> <input checked="" type="radio"/>	JENNIFER M. GRANHOLM <input type="radio"/>
CONGRESSIONAL	CONGRESSIONAL

Properly Duplicated

Dup 7

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
STATE	STATE
GOVERNOR (Vote for not more than ONE)	GOVERNOR (Vote for not more than ONE)
DICK POSTHUMUS <input type="radio"/>	JAMES J. BLANCHARD <input type="radio"/>
JOHN JOE SCHWARZ <input type="radio"/>	DAVID E. BONIOR <input checked="" type="radio"/>
CONGRESSIONAL	CONGRESSIONAL

Orig 8

REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
STATE	STATE
GOVERNOR (Vote for not more than ONE)	GOVERNOR (Vote for not more than ONE)
DICK POSTHUMUS <input type="radio"/>	JAMES J. BLANCHARD <input type="radio"/>
JOHN JOE SCHWARZ <input checked="" type="radio"/>	DAVID E. BONIOR <input checked="" type="radio"/>
<i>Mickey Mouse</i> <input checked="" type="radio"/>	JENNIFER M. GRANHOLM <input type="radio"/>
CONGRESSIONAL	CONGRESSIONAL

Dup 8

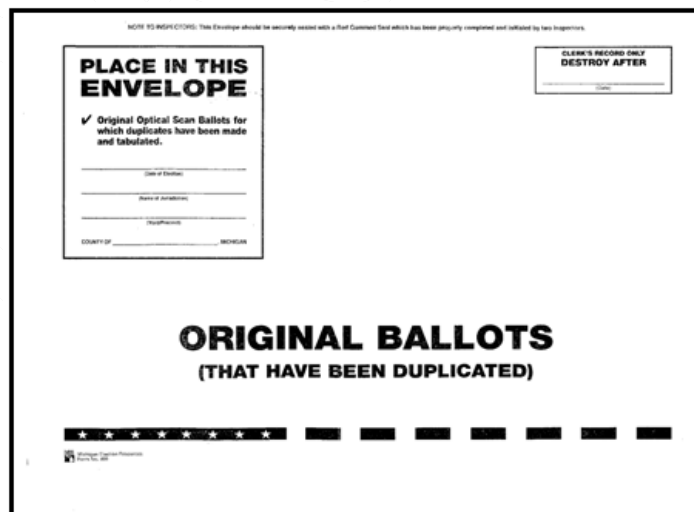
REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
STATE	STATE
GOVERNOR (Vote for not more than ONE)	GOVERNOR (Vote for not more than ONE)
DICK POSTHUMUS <input type="radio"/>	JAMES J. BLANCHARD <input type="radio"/>
JOHN JOE SCHWARZ <input type="radio"/>	DAVID E. BONIOR <input checked="" type="radio"/>
CONGRESSIONAL	CONGRESSIONAL

3. DUPLICATION PROCEDURE

Ballots that are processed and tabulated in a precinct may not be duplicated until *after the close of the polls!* Absentee ballots that are processed and tabulated in an absent voter counting board may be duplicated throughout election day.

The procedures for duplicating ballots that contain false “overvotes,” ballots which cannot be scanned by the tabulator due to the voter’s use of an improper marking implement, attempted corrections, ballots which contain false “crossover” votes (if a partisan primary), electronic MOVE ballots, and Federal Write-In Absentee Ballots (FWAB) are detailed below:

- A. After identifying the ballots that must be duplicated, count out an equal number of unused ballots. At the top but not on the stub of the first ballot to be duplicated write “1.” At the top of the replacement ballot write “Dup 1.” Follow the same numbering system for the remaining ballots which must be duplicated, i.e.: “2” – “Dup 2”; “3” – “Dup 3”; etc.
- B. Duplicate the ballots using a reader-checker process with two election inspectors who have expressed different political party preferences. One election inspector calls the valid marks from the original ballot as the second election inspector records the marks on the duplicate ballot. After the completion of the duplication process, the election inspectors who handled the procedure double-check the duplicated ballot against the original ballot.
- C. After the completion of double-checking, the duplicated ballot is tabulated. The original ballot, electronic MOVE ballot, and/or FWAB are secured inside the “Original Ballots Envelope.” Ensure all pages of an electronic MOVE ballot or FWAB are attached to each other.



NOTE TO INSPECTORS: This Envelope should be securely sealed with a Ball Count Seal which has been properly completed and initialed by two inspectors.

PLACE IN THIS ENVELOPE

✓ Original Optical Scan Ballots for which duplicates have been made and tabulated.

(Date of Election)

(Name of Jurisdiction)

(Inspector)

COUNTY OF _____

ORIGINAL BALLOTS
(THAT HAVE BEEN DUPLICATED)

© 2008 Election Systems & Software, Inc.

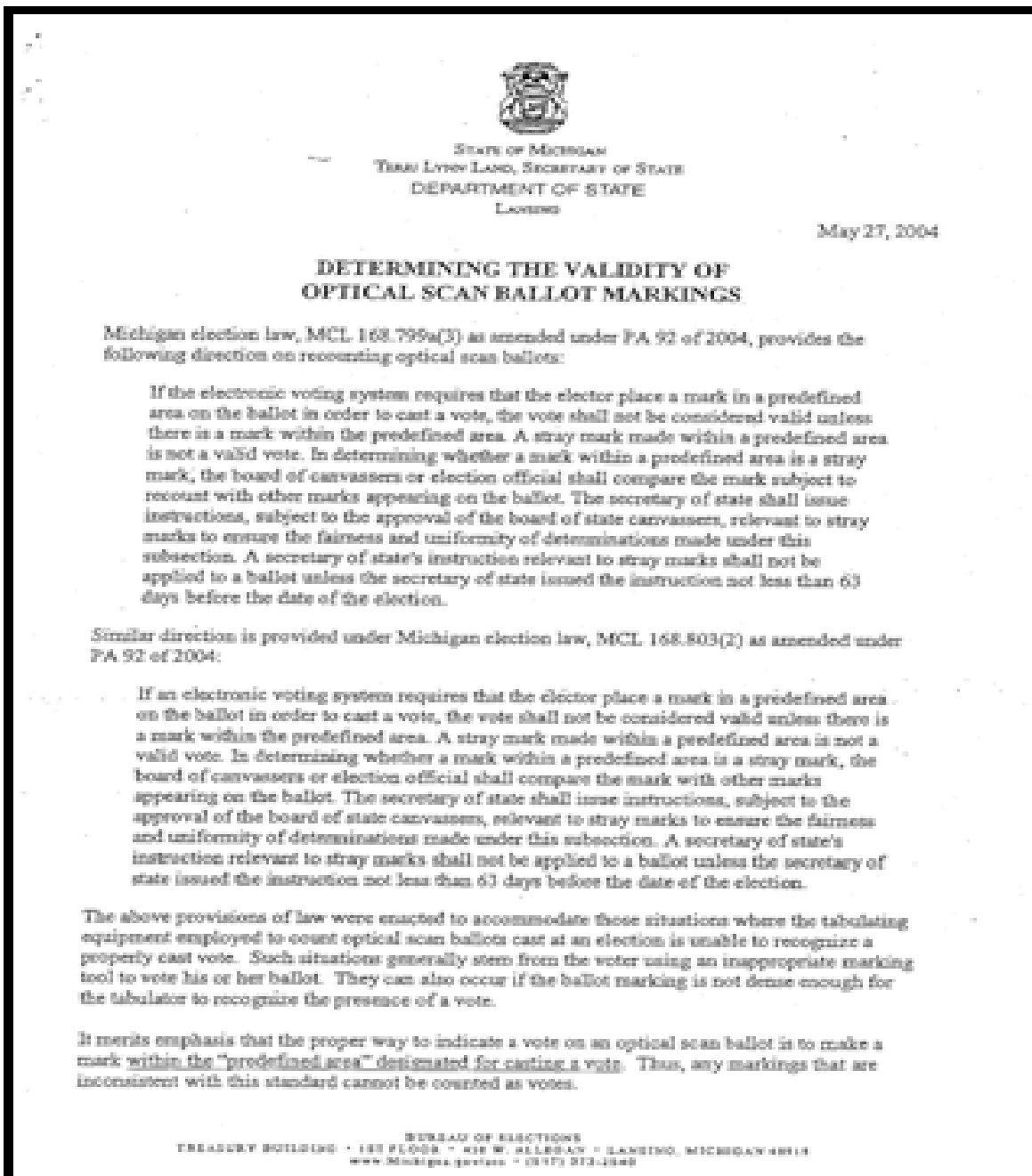
CLERK'S RECORD ONLY
DESTROY AFTER

NOTE: If a mistake occurs when duplicating a ballot, note the error on the ballot and place it into the special envelope labeled “Original Ballots for which Duplicates Were Made.” Obtain a new blank ballot for your

supplies. If duplicating ballots in a precinct, be sure to include this ballot in the count when reporting the total number of ballots used for duplication in the ballot summary (back of Poll Book) or line H in the EPB Ballot Summary.

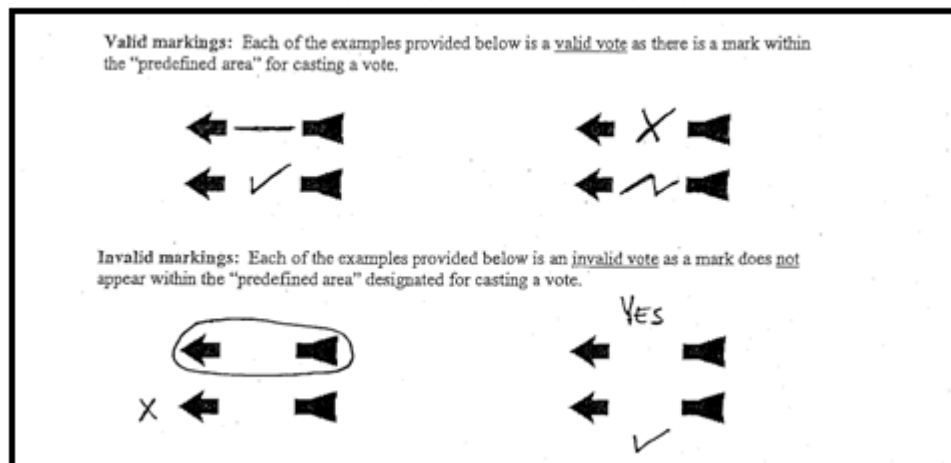
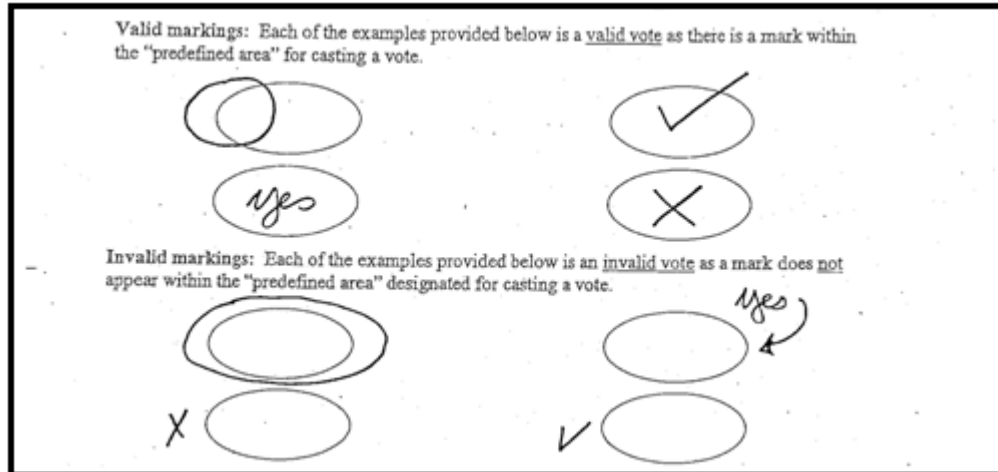
4. OPTICAL SCAN VALIDITY STANDARDS

Information regarding Optical Scan Validity Standards can be found in the document titled, "Determining the Validity of Optical Scan Ballot Markings."




In order for an optical scan ballot marking to be ruled *VALID*, the following two standards must be met:


Standard 1: There must be a mark *within the "target area."* Any mark inconsistent with this standard cannot be counted as a vote.




Standard 2: That mark must be *consistent* with all of the other marks on the ballot. Any mark that is inconsistent with this standard cannot be counted as a vote.

Stray marks: "A stray mark made within a predefined area is not a valid vote. In determining whether a mark within a predefined area is a stray mark, the board of canvassers or election official shall compare the mark with other marks appearing on the ballot."


Candidate A 


Candidate B 


Candidate C 

Counts for top two positions only

Stray marks: "A stray mark made within a predefined area is not a valid vote. In determining whether a mark within a predefined area is a stray mark, the board of canvassers or election official shall compare the mark with other marks appearing on the ballot."

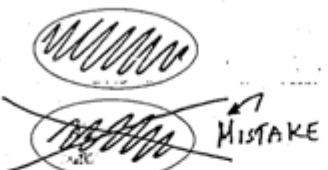

Candidate A 

Candidate B 

Candidate C 


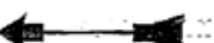
Counts for top two positions only



Corrections: A correction that causes a "false" tabulator read does not count as a valid vote.

Count for top position only Counts for top position only

Corrections: A correction that causes a "false" tabulator read does not count as a valid vote.

Counts for top position only Counts for top position only

NOTE: A correction that causes a "false" tabulator read *does not count* as a valid vote

TOPIC 9: CAMPAIGNING AT THE POLLS AND EXIT POLLSTERS

1. CAMPAIGNING AT THE POLLS

There is often confusion on Election Day over the provisions which govern campaigning at the polls. As a consequence, all election inspectors need to be aware of the following:

1. No person is permitted to solicit voters or engage in any type of campaigning within 100 feet of any doorway used by voters to enter the building in which a polling place is located. In addition, no person is permitted to post, display or distribute any material that directly or indirectly makes reference to an election, a candidate or a ballot question in the polling place, in any hallway used by voters to enter or exit the polling place, or within 100 feet of any doorway used by voters to enter the building in which the polling place is located. The following activities are included under the 100-foot restriction:
 - Displaying “pro and con” information on the proposals appearing on the ballot.
 - Approaching voters to encourage them to vote for or against a candidate or ballot question.
 - Distributing any type of campaign literature or write-in stickers.
 - Displaying signs, posters or bumper stickers.
 - Attempting to collect petition signatures.
 - Requesting donations, selling tickets or engaging in similar activities.
2. Before the polls open on Election Day, the members of the precinct board should inspect any doors, foyers or halls which the voters must pass through to enter the polling place to ensure that no unauthorized materials or signs are visible which indirectly or directly make reference to the election, candidates or ballots proposals. If any such signage or materials are found, *they must be removed before the polls open.*
3. A voter may park a car or other vehicle bearing campaign signs or bumper stickers within 100 feet of a doorway used by voters to enter the building in which the polling place is located during the time he or she is voting. Under any other circumstances, vehicles bearing campaign signs or bumper stickers must be parked at least 100 feet from any doorway used by voters to enter the building in which the polling place is located.
4. Election inspectors must request that voters entering the polls remove campaign buttons or cover up clothing which bears any reference to a political party or interest group, campaign slogans or a candidate names. In addition, voters must be told to conceal campaign literature or other campaign materials brought into the polls. While there is nothing to prohibit a voter from referring to campaign literature or “slate cards” when voting, such materials may not be left behind in the voting station. Election inspectors should periodically check each voting station for campaign literature left by voters and discard any that is found.

5. If a person persists in violating any of the above restrictions, contact the clerk or, if necessary, local law enforcement authorities.

2. LITERATURE, SIGNS, POSTERS

Michigan election law stipulates that “a person shall not post, display, or distribute in a polling place, in any hallway used by voters to enter or exit a polling place, or within 100 feet of an entrance to a building in which a polling place is located any material that directly or indirectly makes reference to an election, a candidate, or a ballot question.”

1. The above restriction includes materials developed to inform voters on the “pros” and “cons” of ballot proposals.
2. A voter may park a car or other vehicle bearing campaign materials within 100 feet during the time he or she is voting.

3. USE OF VIDEO CAMERAS, CELL PHONES, CAMERAS, TELEVISIONS AND RECORDING EQUIPMENT IN THE POLLS

To ensure that all voters who attend the polls on Election Day have a full opportunity to exercise their right to vote in private without undue distractions or discomfort, the following must be observed:

1. The use of video cameras, still cameras and recording devices by voters, challengers and poll watchers is *prohibited* in the polls during the hours the polls are open for voting. (This *includes* the video camera, still camera and recording features built into many cell phones.)
2. Broadcast stations and news media representatives may be permitted to briefly film from the *public area* of the polling room. In no case can personnel working for broadcast stations or the news media set up a camera in the *voting area* of the polling room. In an instance where a broadcast station or media representative wishes to film a polling room and the public area of the polling room is too small to accommodate the film crew without interfering with the voting process, the film crew must film from the entryway to the polling room. Regardless of whether a film crew making such a request positions themselves in the public area of the polling place or the entryway to the polling room, the precinct chairperson must supervise the filming process to ensure that the secrecy of the ballot is fully protected and no voters are inconvenienced by the filming process.
3. News reporters are *not* permitted to interview voters inside the polling place.
4. The use of cell phones by voters *who have entered a voting station to vote is prohibited*. Voters may be permitted to use cell phones while waiting in line at the processing table if not disruptive to the voting process. Similarly, challengers and poll watchers may use cell phones if not disruptive or intrusive. (Of course, as noted above, the video camera, still camera and recording features built into many cell phones can *never* be used in the polls.)

5. The use of iPad®, laptop computers and other electronic devices may be used in the precinct by challengers and poll watchers to keep lists and perform other data accumulation tasks. Use of these electronic devices must not interfere with maintaining precinct order, disrupt processing or be used for campaigning within the precinct. As with cell phones, care must be taken that built in webcams are not being used to take pictures or transmit video of events in the precinct.
6. Television watching is *prohibited* in the polls during the hours the polls are open for voting.

4. EXIT POLLSTERS

Exit pollsters are persons employed to survey electors *after* they have voted. Exit pollsters must:

1. Remain at least *20 feet* from the entrance to the building
2. Not enter the building, and
3. Not question voters *entering* the building.

TOPIC 10: CHALLENGERS AND POLL WATCHERS

1. CHALLENGERS

The law allows “election challengers” and “poll watchers” to monitor the election process as a safeguard against election fraud. Challengers, appointed by political parties and qualified groups and organizations, enjoy special rights and privileges. While poll watchers are not extended the same rights and privileges, there is no appointment process associated with the placement of poll watchers in the polls or on absent voter counting boards.

General Information:

- A challenger must be a registered voter in the state of Michigan.
- A challenger may *not* be a candidate for any elective office in the election. (Exception: a candidate for precinct delegate may serve as a challenger in a precinct other than the precinct in which he or she is a candidate.)
- A person appointed as an election inspector at the election may not act as a challenger at any time throughout the course of the day.
- A challenger may be assigned to serve in any precinct or absent voter counting board established in the state. In addition, a challenger may be assigned to serve in any number of precincts.
- A political party, group or organization may not have more than *two* challengers present in a voting precinct or more than *one* challenger present in an absent voter counting board at any time throughout the course of the day.
- A political party, group or organization may rotate challengers assigned to a voting precinct; a challenger assigned to an absent voter counting board must remain in the room in which the absent voter counting board is working until the close of the polls (8 p.m.).
- All challengers must carry an identification card issued by the appointing political party, group or organization. The identification card must show the challenger’s name; the name of the appointing political party, group or organization; and the precinct or precincts in which the challenger is authorized to serve. It is recommended that challengers wear an identification badge which bears the words “ELECTION CHALLENGER.” Upon entering a precinct, the challenger must exhibit the identification card to the precinct chairperson.
- A challenger appointed to serve in an absent voter counting board is required to take and sign the following oath: “I (name) do solemnly swear (or affirm) that I shall not communicate in any way information relative to the processing or tallying of voters that may come to me while in this counting place until after the polls are closed.” The oath may be administered by any member of the absent voter counting board.

Conduct:

- Challengers must conduct themselves in an orderly manner at all times. A challenger can be expelled from the precinct for unnecessarily obstructing or delaying the work of the election inspectors; touching ballots, election materials or voting equipment; campaigning; or acting in a disorderly manner.

- A challenger is expressly prohibited from threatening or intimidating voters 1) entering the polling place 2) applying to vote 3) entering a voting station 4) voting or 5) leaving the polling place.
- Challenges may *not* be made indiscriminately or without good cause.
- Challengers cannot campaign, distribute literature or display any campaign material (including campaign buttons) in the polls or within 100 feet of any doorway being used by voters to enter the building in which the polling place is located.
- Challengers do not have the authority to approach voters or talk to voters for any reason. Similarly, challengers are prohibited from wearing anything, displaying anything or saying anything that suggests or conveys that they are available to assist voters in anyway or answer questions that voters may have.
- Challengers do not have the right to use video cameras or recording devices in the polling place.
- A challenger is prohibited from wearing or otherwise displaying a button, armband, vest, shirt, hat or any similar items which identifies the organization he or she represents.
- Challengers do not have the authority to place tables in the polls.

Rights of Challengers: It is the duty of the precinct board to provide space for challengers which will enable them to observe all election procedures being carried out. In a voting precinct, challengers are permitted to position themselves behind the election inspectors' table. Those present in the polls (including all election inspectors and voters) are expressly prohibited from threatening or intimidating any challengers assigned to serve in the polling place.

Challengers have the right to:

- Examine the voting equipment before the polls open and after the polls close.
- Observe each person offering to vote. (Challengers may *not* observe electors voting.)
- Observe the processing of voters.
- Bring to the precinct board's attention the improper handling of a ballot by a voter or an election inspector; that the 100 foot campaign restriction is being violated; or that any other election law or prescribed election procedure is being violated.
- Inspect the Applications to Vote, List of Voters in the e-Pollbook and/or Traditional Poll Book, QVF Precinct List and any other materials used to process voters at the polling place. (When exercising this right, challengers may *not* touch the Applications to Vote, e-Pollbook or Traditional Poll Book, QVF Precinct List or other materials being used by the precinct board.)
- Keep notes on the persons offering to vote, the election procedures being carried out and the actions of the precinct board.
- Remain in the precinct until the precinct board completes its work.

If two challengers are representing a political party, group or organization in the precinct, only *one* of the challengers may hold the authority to challenge at any give time. The challengers may alternate the authority to challenge at their discretion. The challengers must advise the precinct board each time the authority is alternated.

Challenge Procedures:

“Unqualified Voter”: A challenger has the right to challenge a voter if the challenger has *good reason to believe* that a person who offers to vote is not qualified to vote in the precinct. For example, the voter 1) is not a true resident of the city or township 2) has not yet attained 18 years of age 3) is not a United States citizen or 4) did not register to vote on or before the “close of registration” for the election at hand.

Generally, such challenges are based on research conducted in advance of the election by the challenger or the organization the challenger represents. In other cases, the voter may make a statement regarding his or her age, residency status, registration date or citizenship status when offering to vote that gives the challenger “good reason to believe” that the voter is not qualified to vote in the precinct.

Challenges issued against voters must be directed to the chairperson of the precinct board before the voter is issued a ballot. After the challenge is issued, the chairperson of the precinct board or an election inspector designated by the chairperson is responsible for supervising the challenge to make sure that it is conducted promptly and courteously. (If there are other voters present, the challenged voter can be removed from the line to avoid processing delays.) The challenge proceeds as follows:

- 1) After the challenge is made, the challenged person takes the oath printed below. The oath is administered by the chairperson of the precinct board or a designated election inspector.

“I swear (or affirm) that I will truly answer all questions put to me concerning my qualifications as a voter.”

- 2) After the oath has been administered, the precinct chairperson or a designated election inspector may question the challenged voter. Election law stipulates that the questions be confined to the person’s qualifications as a voter (citizenship, age, residency and date of registration).
- 3) A challenged voter is permitted to vote a specially prepared “challenged ballot” if the answers given under oath prove that he or she is qualified to vote in the precinct. A challenged voter may *not* vote if he or she refuses to take the oath, refuses to answer appropriate questions under oath or is found to be not qualified to vote through the answers given under oath.
- 4) A complete record of the challenge must be entered on the “CHALLENGED VOTERS” page in the binder or traditional Poll Book. The record must include the name of the person making the challenge; the reason for the challenge; the time of the challenge; the name, address and telephone number of the person challenged; and any other pertinent information.

A challenger is not permitted to challenge a voter’s right to vote unless the challenger has *good reason to believe* that the elector is not eligible to vote in the precinct. A challenger does not have the right to issue a challenge based on an “impression” that the voter may not be eligible to vote in the precinct due to the voter’s manner of dress, inability to read or write English, perceived race or ethnic background or need for assistance with the voting process. Similarly, a challenger does not have the right to issue a challenge due to any physical or mental disability the voter may have or is perceived to have.

Every effort must be made to ensure that the challenge procedures are properly carried out in the polls as the abuse of the process can have serious consequences including the disenfranchisement of qualified electors,

criminal violations and legal challenges over the election results. The precinct chairperson has the authority to expel challengers who abuse the challenge process.

Absentee Voter at Polls: A challenger has the right to challenge any voter issued an absentee ballot who appears at the polls to vote on election day claiming that he or she never received the absentee ballot, lost the absentee ballot or destroyed the absentee ballot.

If such a challenge is made, the precinct inspector handling the challenge issues the voter a ballot which has been prepared as a “challenged ballot” and enters a record of the challenge on the “CHALLENGED VOTERS” page in the binder or traditional Poll Book; the questioning of the voter is not required. (Note: A voter issued an absentee ballot who appears at the polls to vote on election day claiming that he or she never received an absentee ballot, lost his or her absentee ballot or destroyed his or her absentee ballot is required to sign an affidavit to that effect before voting in person. This requirement applies regardless of whether the voter is challenged.)

Precinct Board Fails to Automatically Issue a Challenged Ballot When Required: Under the circumstances outlined below, precinct boards are required to *automatically issue* a voter who attends the polls a ballot prepared as a “challenged ballot” and enter a record of the challenge on the “CHALLENGED VOTERS” page in the Poll Book:

- 1) A voter who refuses to enter his or her birthdate on the Application to Vote form is required to vote a ballot prepared as a “challenged ballot.”
- 2) A voter who enters a birthdate on the Application to Vote form which does not correspond to the birthdate recorded for the voter on the registration list is required to vote a ballot prepared as a “challenged ballot.”
- 3) A voter who is issued a “provisional ballot” is required to vote a ballot prepared as a “challenged ballot.” (In such an instance, the ballot issued to the voter must be prepared as a “challenged ballot” regardless of whether the ballot will be tabulated in the polls or preserved as an “envelope ballot” and held for evaluation after the election.)
- 4) An absentee ballot must be prepared as a “challenged ballot” if the ballot stub is missing or the ballot serial number does not match the serial number recorded for the absentee voter.

If a challenger has reason to believe that the precinct board is not preparing a ballot as a “challenged ballot” when required, the challenger must direct the challenge to the precinct chairperson. If the chairperson rejects the challenge, the challenger has the right to contact the election official in charge of the election to resolve the matter at issue. The election inspectors must enter a complete record of the challenge on the “CHALLENGED VOTERS” page in the binder or traditional Poll Book.

Absentee Ballots: If a challenger has reason to believe that an absentee ballot has been submitted by a person who is not qualified to vote in the precinct, a challenge may be made as the ballot is being processed. If such a challenge is made, the election inspector handling the challenge writes the number appearing on the voter’s ballot in pencil on the back of the ballot; conceals the number with tape or a slip of paper as directed by the

election official administering the election; enters a record of the challenge on the “CHALLENGED VOTERS” page in the binder or traditional Poll Book; and proceeds with the routine processing and counting of the ballot.

Actions of the Precinct Board: If a challenger has reason to believe that the precinct board is not following election law, the actions of the precinct board may be challenged by consulting with the board chairperson. If the chairperson rejects the challenge, the challenger has the right to contact the election official in charge of the election on the matter at issue. The election inspectors must enter a complete record of the challenge in the binder or traditional Poll Book.

Administration of Voter Identification Requirement: Every Michigan voter who offers to vote at the polls must show picture identification or sign an affidavit attesting that he or she is not in possession of picture identification.

As a challenger may challenge election procedures that are not being properly performed, a challenge may be made if an election inspector attempts to issue a ballot to a voter who has not shown picture identification or signed an affidavit. Also, a challenger may challenge the ballot of a voter if the challenger has *good reason to believe* the person is not properly registered. Consequently, a challenge may be issued if a voter provides picture identification with an address that is different than the address in the e-Pollbook or on the QVF precinct list. A voter *cannot* be challenged just because he or she is not in possession of picture identification or did not bring picture identification to the polls and signs the affidavit in order to vote. Of course, as is the case with any voter, a voter who is unable to show picture identification can be challenged if a challenger has *good reason to believe* that the person is not qualified to vote in the precinct.

The Preparation and Issuance of Challenged Ballots:

A challenged voter must vote on a specially prepared optical scan ballot as explained below:

- The election inspector handling the challenge writes the number appearing on the voter's ballot in pencil on the back of the ballot.
- After the ballot number is recorded in pencil on the ballot, the number is concealed with tape and/or a slip of paper as directed by the election official administering the election.
- The election inspector processes the voter in the e-Pollbook.

Alternate Method for QVF Precinct List/Traditional Pollbook Users

The election inspector enters the voter's name in the Traditional Pollbook and write Challenged in the Remarks column.

62	Sandy Miller	A.V.	28	
63	Joe Miller		70	Challenged
64	Bob Walters		71 74	Spoiled



To issue a Challenged ballot in the e-Pollbook:

Pull the voter's record up in the EPB software, lock it in if necessary and:

1. Click Challenged ballot
2. Verify the ballot number being issued is correct or enter the ballot number and Click OK

Issue a ballot

Regular ballot

Provisional (affidavit) ballot

Provisional (envelope) ballot

1 Challenged ballot

Undo Undo (Not Recommended)

Other actions

Record an absentee ballot

Spoil a ballot

Reject a ballot

2 You are about to issue a Challenged Ballot to: Mcqv, Martha Carol 1/5/1931

This ballot number will be assigned: 00000005

OK Cancel

Unlock this voter without performing a challenge

If the voter is present in the polls, the election inspector issues the specially prepared ballot to the voter. The voter then votes the ballot in a voting station. After the voter has voted the ballot, the ballot is deposited in the tabulator under routine procedure.

If an absentee ballot is involved, the election inspector deposits the specially prepared ballot in the tabulator under routine procedure.

A challenged ballot cannot be retrieved for examination after the election without an appropriate court order.

Absentee Voter Challenge: If an absentee ballot being processed in your precinct is challenged, identify the ballot as described above, complete the processing of the ballot under the normal procedures, and make a complete record of the challenge on the "CHALLENGED VOTERS" page in the binder and traditional Poll Book.

CHALLENGED VOTERS		94
Time <u>2:30</u>	Name of Challenger <u>Scott Sampson</u>	
Name of Challenged Voter <u>Joe Miller</u>	Voter's Address <u>123 First St.</u>	
Voter's Telephone # <u>517-555-1212</u>	Reason for Challenge <u>Challenger did not think that Mr. Miller was old enough to vote.</u>	
Result of Challenge: <input checked="" type="checkbox"/> Ballot issued and identified		
<input type="checkbox"/> Ballot not issued		
Time _____ Name of Challenger _____		
Name of Challenged Voter _____		Voter's Address _____
Voter's Telephone # _____		Reason for Challenge _____
Result of Challenge: <input type="checkbox"/> Ballot issued and identified		
<input type="checkbox"/> Ballot not issued		
CHALLENGED PROCEDURES		
Time _____ Name of Challenger _____		
Description of Challenged Procedure _____		

2. POLL WATCHERS

An election is an open process that may be observed by any interested person. (However, note that candidates may not remain in the polling place after they have voted because of the possible conflict with the provisions which prohibit campaigning within 100 feet of the polls.) A person who wishes to observe the election process -- who is not a qualified election challenger -- is commonly called a "poll watcher." The qualifications, rights and duties of poll watchers and challengers are contrasted below:

- A challenger must be registered to vote in the state of Michigan; poll watchers do not have to meet this requirement.
- Poll watchers are subject to the same "conduct standards" as challengers.
- A challenger has the right to challenge a person's right to vote and the actions of the precinct board; a poll watcher does not have this authority.
- A challenger may sit behind the processing table; a poll watcher does not have this privilege. (Poll watchers must sit or stand in the "public area" of the polling place where they will not interfere with the voting process.)
- Challengers have a right to look at the e-Pollbook or Traditional Poll Book; poll watchers may look at the e-Pollbook or traditional Poll Book at the discretion of the precinct board chairperson. A challenger or a poll watcher may not touch the e-Pollbook or traditional Poll Book or any other voting records.
- A poll watcher who wishes to be present in an absent voter counting board must remain in the room in which the absent voter counting board is working until close of the polls (8 p.m.).
- A poll watcher who wishes to be present in an absent voter counting board is required to take and sign the following oath: "I (name) do solemnly swear (or affirm) that I shall not communicate in any way information relative to the processing or tallying of voters that may come to me while in this counting place until after the polls are closed." The oath may be administered by any member of the absent voter counting board.

ELECTION CHALLENGERS AND POLL WATCHERS: SUMMARY OF RIGHTS AND DUTIES

Challengers	Challengers	Poll Watchers
Must carry credentials issued by appointing authority.	Yes	No
Must be registered to vote in Michigan.	Yes	No
Has the right to challenge a person's eligibility to vote.	Yes	No
Has the right to challenge the actions of election inspectors.	Yes	No
May stand or sit behind processing table.	Yes	No. Must remain in public area.
Has the right to look at the Poll Book and other election materials.	Yes	Yes. But only as permitted by precinct board and when voting process will not be delayed.
May handle the Poll Book and other election materials.	No	No
May use a video camera or recording device in polling place.	No	No
May use a cell phone,iPad®, laptop or other electronic device in polling place. (for purposes other than campaigning).	Yes. If not disruptive.	Yes. If not disruptive.
May wear clothing, button, arm band, vest, etc. that identifies organization he or she represents.	No	No
May place tables in the polls	No	No
Has the right to approach and question voters.	No	No
Can offer assistance to voters.	No	No
May remain in the polling place until the election inspectors complete their work.	Yes	Yes
May obtain the vote results generated in the precinct after the polls close.	Yes	Yes
<p><i>The equal treatment of competing interests is the cornerstone of fair elections! As a result, any special measures taken in the polls to provide challengers and poll watchers with information on the voters who have participated in the election must be administered in such a way as to ensure equal access to the information by all interested persons.</i></p>		

TOPIC 11: WRITE-IN CANDIDATES

1. PROVIDING INFORMATION

If a voter asks for information on the write-in candidates who are seeking the offices on the ballot, advise the voter to contact the clerk. Do *not* provide the names of write-in candidates if asked or display the names of write-in candidates inside the polling place.

2. “DECLARATION OF INTENT” REQUIREMENT

An individual who wishes to seek nomination or election to a federal, state, county, city, township, village or school office with write-in votes is required to file a “Declaration of Intent” with the appropriate election official by 4:00 p.m. on the second Friday preceding the election.

WRITE-IN CANDIDATE DECLARATION OF INTENT	
(NAME OF CITY, TOWNSHIP, VILLAGE OR SCHOOL DISTRICT)	
<small>As a write-in candidate for public office, you must file this form no later than 4:00 p.m. on the second Friday immediately preceding the election. You may have additional filing obligations under Michigan's Campaign Finance Act (P.A. 388 of 1976). Ask your filing official for further information.</small>	
<small>As a write-in candidate for a precinct delegate position, you must file this form with the clerk of your city or township of residence no later than 4:00 p.m. on the first Friday immediately preceding the August primary. As an alternative, you may file this form with your board of election inspectors on the day of the August primary any time prior to the close of the polls.</small>	
Name _____ (Print or Type)	
Residence Address _____ (Street Address) _____ (Post Office) _____ (Zip Code)	
<input type="checkbox"/> City or <input type="checkbox"/> Township of _____	
I am registered and qualified to vote at this address: <input type="checkbox"/> Yes <input type="checkbox"/> No Birth Date _____ / _____ / _____	
Home Phone (____) _____ Business Phone (____) _____	
DATE OF ELECTION: Primary _____ / _____ / _____ General _____ / _____ / _____	
OFFICE SOUGHT: _____	
<input type="checkbox"/> District No. (if any) _____ <input type="checkbox"/> Precinct No. (if Precinct Delegate Candidate) _____	
<input type="checkbox"/> Partisan Office -- Party* _____ (*NOTE: Required for partisan primary election only) <input type="checkbox"/> Nonpartisan Office	
TERM: <input type="checkbox"/> Regular <input type="checkbox"/> To Fill Vacancy - Term Ending _____ <input type="checkbox"/> Other _____	
JUDICIAL CANDIDATES ONLY:	
<input type="checkbox"/> Incumbent Position - Place a check in this box if you are running for a judicial office for which the incumbent is seeking reelection.	
<input type="checkbox"/> Non-Incumbent Position - Place a check in this box if you are running for a judicial office for which the incumbent is not seeking reelection.	
<input type="checkbox"/> New Jurisdiction - Place a check in this box if you are running for a newly created judicial seat.	
By signing this affidavit, I swear the statements made above are true and do hereby declare my intent to seek the above elective office as a write-in candidate.	
SIGNATURE OF WRITE-IN CANDIDATE: _____	
Subscribed and sworn to by _____ Name of Notary: _____	
before me on the _____ day of _____, _____ Notary Public, State of Michigan, County of _____	
My commission expires _____	
Signature of notary public: _____ Acting in the County of _____	
OFFICE USE ONLY	
OFFICE CODE _____	DATE OF FILING _____ / _____ / _____
CFR I.D. _____	RECEIVED BY _____
Revised 03/2007	

- The local clerk is responsible for notifying the precinct board of any write-in candidates who filed a Declaration of Intent. The clerk must include the corresponding office and political party (if applicable) for each write-in candidate.

- A write-in vote cast for an individual who has *not* filled a Declaration of Intent *does not count*. Similarly, a write-in vote cast for an individual who filed a Declaration of Intent does not count unless the office for which the write-in vote was cast corresponds to the office identified on the Declaration of Intent; if a partisan primary, a write-in vote cast for an individual who filed a Declaration of Intent does not count unless the *office and party* correspond. Write-in votes which do not count for the above reasons are *not* considered when determining whether an “over vote” has occurred or whether a “crossover” vote has been cast at a partisan primary.
- The Declaration of Intent requirement is *waived* if a candidate appearing on the ballot for the office involved dies or is otherwise disqualified on or after 4 p.m. the second Friday immediately preceding the election. If the waiver is invoked, all write-in votes cast for the office must be counted including any write-in votes cast for candidates who have not filed a Declaration of Intent. The waiver does *not* apply to precinct delegate positions.

3. DECLARATION OF INTENT REQUIREMENT: PRECINCT DELEGATE POSITIONS

For information on Write-in votes for precinct delegate positions, please see **“Topic 17 – Precinct Delegates.”**

4. RETRIEVING WRITE-IN BALLOTS

Depending on the type of optical scan system employed by the precinct, it may be necessary to visually inspect the ballots deposited into the *main bin* in addition to the ballots deposited into the *write-in bin* to identify all ballots containing one or more write-in votes.

5. VALIDITY STANDARDS FOR WRITE-IN VOTES

- **Step 1:** There must be a mark within the “target area.”
- **Step 2:** The mark must be consistent with all other marks on the ballot.
- **Step 3:** There must be a name written in or affixed by means of a sticker in the corresponding blank space.
- **Step 4:** The name must be a declared write-in candidate.
- **Step 5:** The name and its placement on the ballot must correspond with the office and party (if applicable) listed on the Write-In Declaration of Intent form.

EXAMPLES:

Primary Election

Declared Write-In: Karen Johnson – Governor – Republican Party

Voter #1 – Valid Write-In
(Vote awarded to Karen Johnson)

PARTISAN SECTION VOTE ONLY ONE SECTION	
REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
STATE	STATE
GOVERNOR (Vote for not more than ONE)	GOVERNOR (Vote for not more than ONE)
DICK POSTHUMUS <input type="radio"/>	JAMES J. BLANCHARD <input type="radio"/>
JOHN JOE SCHWARZ <input type="radio"/>	DAVID E. BONIOR <input type="radio"/>
Karen Johnson <input checked="" type="radio"/>	JENNIFER M. GRANHOLM <input type="radio"/>
CONGRESSIONAL	CONGRESSIONAL

Voter #2 – Valid Write-In
(Vote recorded as Karin Jonson)

PARTISAN SECTION VOTE ONLY ONE SECTION	
REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
STATE	STATE
GOVERNOR (Vote for not more than ONE)	GOVERNOR (Vote for not more than ONE)
DICK POSTHUMUS <input type="radio"/>	JAMES J. BLANCHARD <input type="radio"/>
JOHN JOE SCHWARZ <input type="radio"/>	DAVID E. BONIOR <input type="radio"/>
Karin Jonson <input checked="" type="radio"/>	JENNIFER M. GRANHOLM <input type="radio"/>
CONGRESSIONAL	CONGRESSIONAL

Voter #3 – Invalid Write-In
(Target area not marked)

PARTISAN SECTION VOTE ONLY ONE SECTION	
REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
STATE	STATE
GOVERNOR (Vote for not more than ONE)	GOVERNOR (Vote for not more than ONE)
DICK POSTHUMUS <input type="radio"/>	JAMES J. BLANCHARD <input type="radio"/>
JOHN JOE SCHWARZ <input type="radio"/>	DAVID E. BONIOR <input type="radio"/>
Karen Johnson <input type="radio"/>	JENNIFER M. GRANHOLM <input type="radio"/>
CONGRESSIONAL	CONGRESSIONAL

Voter #4 – Invalid Write-In
(No name recorded)

PARTISAN SECTION VOTE ONLY ONE SECTION	
REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
STATE	STATE
GOVERNOR (Vote for not more than ONE)	GOVERNOR (Vote for not more than ONE)
DICK POSTHUMUS <input type="radio"/>	JAMES J. BLANCHARD <input type="radio"/>
JOHN JOE SCHWARZ <input type="radio"/>	DAVID E. BONIOR <input type="radio"/>
<input type="radio"/>	JENNIFER M. GRANHOLM <input type="radio"/>
CONGRESSIONAL	CONGRESSIONAL

Voter #5 – Invalid Write-In
(Name written under wrong party)

PARTISAN SECTION VOTE ONLY ONE SECTION	
REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
STATE	STATE
GOVERNOR (Vote for not more than ONE)	GOVERNOR (Vote for not more than ONE)
DICK POSTHUMUS <input type="radio"/>	JAMES J. BLANCHARD <input type="radio"/>
JOHN JOE SCHWARZ <input type="radio"/>	DAVID E. BONIOR <input type="radio"/>
Karen Johnson <input type="radio"/>	JENNIFER M. GRANHOLM <input type="radio"/>
CONGRESSIONAL	CONGRESSIONAL

Voter #6 – Invalid Write-In
(Name written under wrong office)

PARTISAN SECTION VOTE ONLY ONE SECTION	
REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION
STATE	STATE
GOVERNOR (Vote for not more than ONE)	GOVERNOR (Vote for not more than ONE)
DICK POSTHUMUS <input type="radio"/>	JAMES J. BLANCHARD <input type="radio"/>
JOHN JOE SCHWARZ <input type="radio"/>	DAVID E. BONIOR <input type="radio"/>
JENNIFER M. GRANHOLM <input type="radio"/>	JENNIFER M. GRANHOLM <input type="radio"/>
CONGRESSIONAL	CONGRESSIONAL
UNITED STATES SENATOR (Vote for not more than ONE)	UNITED STATES SENATOR (Vote for not more than ONE)
ANDREW RACZKOWSKI <input type="radio"/>	CARL LEVIN <input type="radio"/>
Karen Johnson <input checked="" type="radio"/>	

General Election

Declared Write-In: James Smith – U.S. Senator – Democratic Party

Voter #1 – Valid Write-In
(Vote awarded to James Smith)

PARTISAN BALLOT
(Continued)

UNITED STATES SENATOR
(Vote for not more than ONE)

ANDREW RACZKOWSKI	<input type="radio"/>
REPUBLICAN	
CARL LEVIN	<input type="radio"/>
DEMOCRATIC	
ERIC BORREGARD	<input type="radio"/>
GREEN	
JOHN S. MANGOPOULOS	<input type="radio"/>
REFORM	
DOUG DERN	<input type="radio"/>
NATURAL LAW	
James Smith	<input checked="" type="radio"/>
Write-In	

Voter #2 – Valid Write-In
(Vote recorded as Jim Smyth)

PARTISAN BALLOT
(Continued)

UNITED STATES SENATOR
(Vote for not more than ONE)

ANDREW RACZKOWSKI	<input type="radio"/>
REPUBLICAN	
CARL LEVIN	<input type="radio"/>
DEMOCRATIC	
ERIC BORREGARD	<input type="radio"/>
GREEN	
JOHN S. MANGOPOULOS	<input type="radio"/>
REFORM	
DOUG DERN	<input type="radio"/>
NATURAL LAW	
Jim Smyth	<input checked="" type="radio"/>
Write-In	

Voter #3 – Invalid Write-In
(Target area not marked)

PARTISAN BALLOT
(Continued)

UNITED STATES SENATOR
(Vote for not more than ONE)

ANDREW RACZKOWSKI	<input type="radio"/>
REPUBLICAN	
CARL LEVIN	<input type="radio"/>
DEMOCRATIC	
ERIC BORREGARD	<input type="radio"/>
GREEN	
JOHN S. MANGOPOULOS	<input type="radio"/>
REFORM	
DOUG DERN	<input type="radio"/>
NATURAL LAW	
James Smith	<input type="radio"/>
Write-In	

Voter #4 – Invalid Write-In
(No name recorded)

PARTISAN BALLOT
(Continued)

UNITED STATES SENATOR
(Vote for not more than ONE)

ANDREW RACZKOWSKI	<input type="radio"/>
REPUBLICAN	
CARL LEVIN	<input type="radio"/>
DEMOCRATIC	
ERIC BORREGARD	<input type="radio"/>
GREEN	
JOHN S. MANGOPOULOS	<input type="radio"/>
REFORM	
DOUG DERN	<input type="radio"/>
NATURAL LAW	
Write-In	<input checked="" type="radio"/>

Voter #5 – Invalid Write-In
(Name written under wrong office)

PARTISAN BALLOT
(Continued)

UNITED STATES SENATOR
(Vote for not more than ONE)

ANDREW RACZKOWSKI	<input type="radio"/>
REPUBLICAN	
CARL LEVIN	<input type="radio"/>
DEMOCRATIC	
ERIC BORREGARD	<input type="radio"/>
GREEN	
JOHN S. MANGOPOULOS	<input type="radio"/>
REFORM	
DOUG DERN	<input type="radio"/>
NATURAL LAW	
Write-In	<input type="radio"/>

REPRESENTATIVE IN CONGRESS
12th DISTRICT
(Vote for not more than ONE)

HARVEY R. DEAN	<input type="radio"/>
REPUBLICAN	
SANDER LEVIN	<input type="radio"/>
DEMOCRATIC	
DICK GACH	<input type="radio"/>
LIBERTARIAN	
STEVEN F. REVIS	<input type="radio"/>
U.S. TAXPAYERS	
James Smith	<input checked="" type="radio"/>
Write-In	

6. RECORDING WRITE-IN VOTES

Election inspectors must record all write-in votes exactly as cast. The record should reflect the candidate's name with any name variations or misspellings preserved; the office; and the political party (if a partisan primary).

Note: Write-in votes are only recorded for declared write-in candidates and must be recorded by the voter under the proper office and political party, if applicable, as indicated on the Declaration of Intent submitted by the candidate. If the name of a write-in candidate is recorded by the voter under an office or political party that differs from the office and or political party listed on the Declaration of Intent, the write-in vote is not recorded.

Write-in votes are not processed or tallied until after 8:00 P.M.

[illegible]

7. CORRECTING VOTE TOTALS

If the *invalid write-in vote* is the only vote cast for the office, additional special handling is not required; return the ballot with those that did not contain a write-in vote. However, if in addition to the invalid write-in vote the voter cast one or more votes for the same candidate(s) and/or other candidates on the ballot for the same office, or, if at a general election, cast a Straight Party vote by filling in the oval at the top of the same party

column that the write-in vote appears in, any additional vote(s) for the same office may be valid; proceed to Step 1 below:

Step 1: Determine if the office is *overvoted*. Do not consider any invalid write-in votes when making this determination. An over vote results when the number of valid votes cast for an office, minus any invalid write-in votes, exceed the total number of votes allowed for the office.

Not Overvoted
(General)

Overvoted
(General)

Step 2: If the election is a partisan primary, also determine if the partisan section of the ballot is *crossover voted*. Do not consider any invalid write-in votes when making this determination. A cross-over vote results when valid votes, minus any invalid write-in votes, are cast within the partisan section of the ballot in more than one party column.

Not Crossover Voted

Crossover Voted

If the office is over voted or the votes cast for the office are affected by a cross-over vote, the votes are invalid; return the ballot with those that did not contain a write-in vote.

Exception – If one or more additional offices on the same ballot contain a write-in vote, these same procedures, beginning with the validity standards in section 5 above, must be repeated for each office involved.

If the office is *not over voted* and the votes cast for the office are *not affected by a crossover vote*, the votes cast for the candidate(s) under the office must be manually added to the total vote received by the candidate(s); the *Totals Tapes MUST be corrected*.

NOTE: An invalid write-in vote can never cause an over vote or a crossover vote!

Procedures for Correcting Vote Total(s)

DO NOT duplicate or retabulate the ballot! Instead, since the polls are closed and the Totals Tapes have already been printed, *each copy* of the Totals Tape must be manually corrected. To make the correction, locate the office(s) involved on the Totals Tape. (It is recommended that one tape be corrected at a time.) Next, locate the name of the candidate(s) who is entitled to receive the additional vote; then in ink, next to the number of votes received by each of the candidate(s) involved, write +1 and the new corrected vote total. Make this same correction on all remaining Totals Tape copies. Double check each correction for accuracy!

BEST VOCAL ARTIST	
Number to Vote For: 2	
FRANK SINATRA	0
ELVIS	0
PATSY CLINE	4+1=5
JANIS JOPLIN	10
BUDDY HOLLY	0
BARRY WHITE	0
BILLIE HOLIDAY	0
STEVIE RAY VAUGHAN	10
"MAMA" CASS ELLIOT	0
Write In	0
Over Votes	0
Under Votes	16
Total Votes	40

If one or more additional offices on the same ballot contain a write-in vote, these same procedures, beginning with the validity standards in section 5 above, must be repeated for each office involved. If no additional offices on the same ballot contain a write-in vote, return the ballot with those that did not contain a write-in vote.

TOPIC 12: CLOSING THE POLLS

1. IMPORTANT NOTES

- The polls must remain open for voting until 8:00 p.m.
- It is the duty of the precinct chairperson to publicly announce the closing of the polls by declaring, “The polls are now closed.”
- Every voter standing in line at 8:00 p.m. *must be permitted to vote*.
- The doors to the polling place must remain unlocked after the polls close and during the precinct canvass.
- Persons observing the closing of the polls may not enter the processing area and must conduct themselves in an orderly manner.
- The board may clear the polls if necessary to assure the orderly completion of the precinct’s records.

2. PROCEDURE FOR CLOSING THE POLLS

- Verify that all valid absent voter ballots have been tabulated (if absent voter ballots are processed in the precinct).
- Check auxiliary bin and accurately duplicate and tabulate any ballots requiring duplication (see Topic 8 Processing Absentee Ballots).
- Verify that the number of ballots tabulated equals the number of voters according to the Binder Pollbook or Traditional Poll Book. If it does not and the reason is known, note the reason in the Remarks section of the e-Pollbook or Traditional Pollbook

CERTIFICATE OF ELECTION INSPECTORS	
WE CERTIFY THE FOLLOWING:	
<input checked="" type="checkbox"/> AT THE CLOSE OF THE POLLS (Except as noted on the Remarks Page of this Poll Book)	
<input checked="" type="checkbox"/> The number of voters according to this Poll Book is (include absent voter ballots if processed in precinct):.....	<u>308</u>
<input checked="" type="checkbox"/> The number of ballots tabulated is:.....	<u>308</u>

- Generate the totals tapes. (A minimum of 3 copies will be needed.)
- Verify that all valid write-in votes have been tallied in the Binder Pollbook or Traditional Pollbook and the totals recorded on the Statement of Votes.
- Verify that all provisional “envelope” ballots issued, if any, were properly recorded, identified and sealed in provisional ballot security envelopes.

- | ATTACH PRECINCT TABULATOR
STATEMENT OF VOTES TAPE HERE. | ENTER OR ATTACH PROPOSAL LANGUAGE HERE. | |
|--|---|---|
| <div style="display: flex; justify-content: space-between;"> <div> <p>OVER VOTES</p> <p>Under Votes</p> <p>Total Votes</p> <p>96-97 Mandatory School Funding Levels</p> <p>YES</p> <p>NO</p> <p>Over Votes</p> <p>Under Votes</p> <p>Total Votes</p> <p>Grassroots Goods City Reconnect</p> <p>YES</p> <p>NO</p> <p>Over Votes</p> <p>Under Votes</p> <p>Total Votes</p> </div> <div style="text-align: right;"> <p>20</p> <p>20</p> <p></p> <p></p> <p>0</p> <p>0</p> <p>20</p> <p>20</p> <p></p> <p></p> <p>0</p> <p>0</p> <p>20</p> <p>20</p> </div> </div> | <div style="text-align: center; border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p>SCHOOL DISTRICT #23
HIGH SCHOOL LEVY</p> <p>Shall a levy be made in addition to the regular levy authorized by law in such number of mills as may be necessary to raise the funds of Two Hundred Twenty-Two Thousand Four Hundred Eighteen Dollars (\$222,418.00) for the purpose of the proper maintenance and operation of the District High School or approximately 15.1 - teen and one tenth (15.1) mills.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> <p>FOR an additional levy to raise the funds of Two Hundred Twenty - Two Thousand Four Hundred Eighteen Dollars (\$222,418.00) and being approximately fifteen and one tenth (15.1) mills</p> <p style="text-align: right;">()</p> </div> <div> <p>AGAINST an additional levy to raise the funds of Two Hundred Twenty-Two Thousand - Four Hundred Eighteen Dollars (\$222,418.00) and being approximately fifteen and one tenth (15.1) mills.</p> <p style="text-align: right;">()</p> </div> </div> </div> | <div style="text-align: center; border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p>PROPOSED TAX LEVY-(RENEWAL)
WESTERN RESERVE
TRANSIT AUTHORITY
A Majority Affirmative Vote
Is Necessary For Passage</p> <p>A RENEWAL OF AN EXISTING TAX for the benefit of WESTERN RESERVE TRANSIT AUTHORITY for the purpose of PROVIDING FUNDS FOR THE AUTHORITY'S OPERATIONS AND CAPITAL BUDGETS at a rate not exceeding TWO (2) MILLS for each one dollar of valuation, which amounts to TWENTY CENTS (\$.20) for each one hundred dollars of valuation, for a period of FOUR (4) YEARS COMMENCING WITH TAX YEAR, 1986.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> <p>FOR THE TAX LEVY</p> <p style="text-align: right;">()</p> </div> <div> <p>AGAINST THE TAX LEVY</p> <p style="text-align: right;">()</p> </div> </div> </div> |
| <p>WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE A TRUE AND ACCURATE ACCOUNT OF ALL BALLOTS COUNTED AND THAT ALL COUNTS WERE ZERO (0) WHEN THE POLLS OPENED AND THAT THE ELECTION WAS HELD IN ACCORDANCE WITH THE LAWS OF THE STATE OF OHIO.</p> <p><i>Sally Jones</i></p> <p>PRECINCT CHAIRPERSON</p> <p><i>Mark Wilson</i></p> <p>PRECINCT INSPECTOR</p> <p><i>John Smith</i></p> <p>PRECINCT INSPECTOR</p> <p><i>Bob Carnitt</i></p> <p>PRECINCT INSPECTOR</p> <p><i>Sam Best</i></p> <p>PRECINCT INSPECTOR</p> <p>PRECINCT INSPECTOR</p> <p>PRECINCT INSPECTOR</p> | | |

- ## Alternate Method for QVF Precinct List/Traditional Pollbook Users

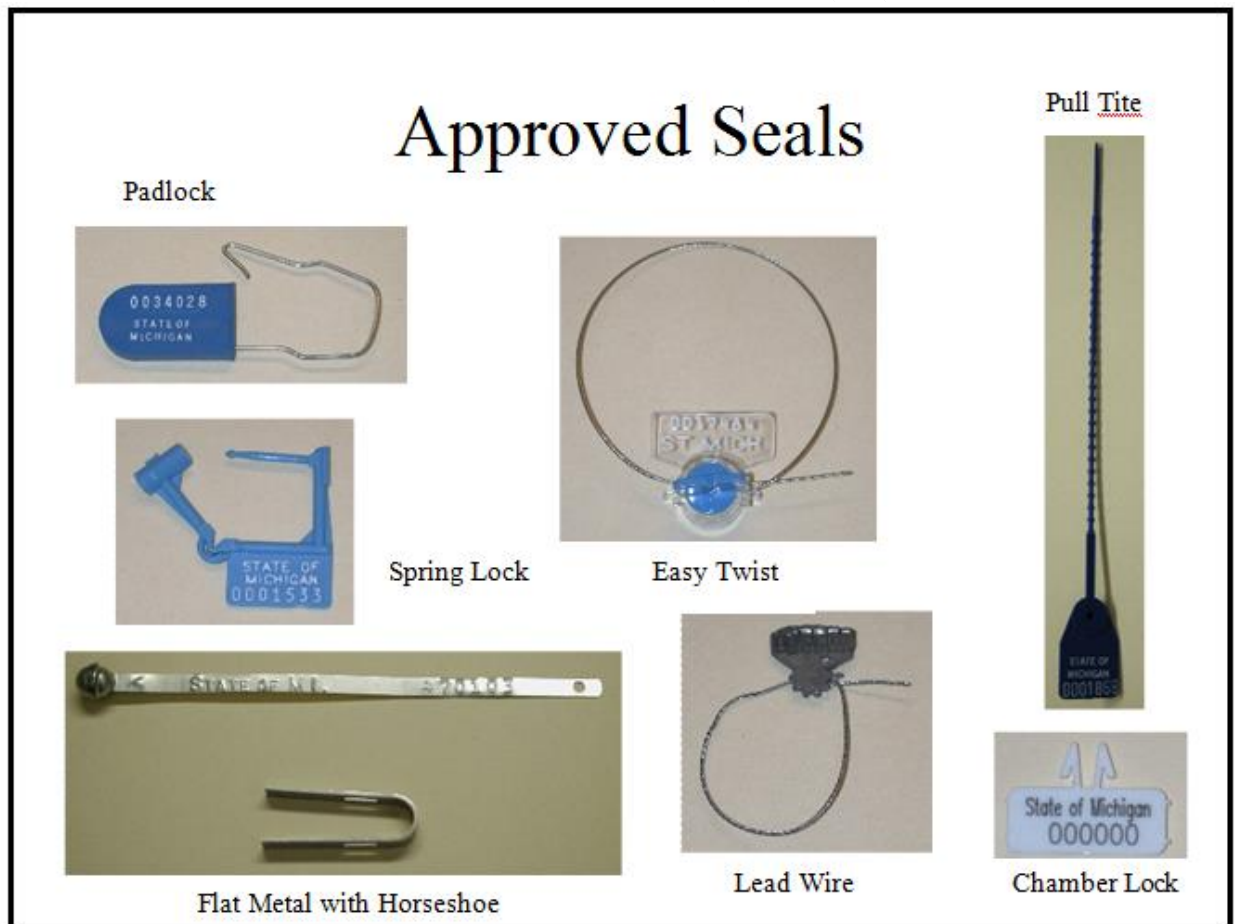
BALLOT SUMMARY	
NUMBER OF BALLOTS DELIVERED TO PRECINCT: A. Number of official ballots delivered to precinct: (Do not include absent voter ballots) <div style="margin-top: 10px;"> $\left(\frac{400}{\text{Ending No.}} - \frac{1}{\text{Starting No.}} \right) + 1 = 400$ </div> B. Number of absent voter ballot return envelopes delivered to precinct for processing: (Enter "0" if absent voter ballots not processed in precinct) <div style="margin-top: 10px; text-align: right;">78</div> C. Total of Lines A & B: <div style="margin-top: 10px; text-align: right;">478</div>	NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS: D. Number of ballots tabulated: (include absent voter ballots if processed in precinct): 406 E. Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot: 0 F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots for which a new ballot was issued and tabulated): 14 G. Number of ballots used by election inspectors for ballot duplications: 5 H. Number of PROVISIONAL "envelope" ballots issued: 1 I. Number of UNUSED BALLOTS (excess ballots): <div style="margin-top: 10px;"> $\boxed{400} - \boxed{349} + 1 = 52$ <div style="display: flex; justify-content: space-around; font-size: small;"> <div>Ending No. of Unused Ballots</div> <div>Starting No. of Unused Ballots</div> </div> </div> J. Total of Lines D, E, F, G, H and I: <div style="margin-top: 10px; text-align: right;">478</div>
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">↑</div> <div>THESE TOTALS MUST AGREE</div> <div style="text-align: center;">↑</div> </div> <p style="text-align: center; font-weight: bold; margin-top: 10px;">CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.</p>	

Very important!

- Secure ballots in an approved container and record the seal number on the ballot container certificate, the Statement of Votes, and the Poll Book. Ensure that the seal number is attested to by two inspectors representing different political parties.

Materials that are secured in the approved ballot container include:

- Used (voted) ballots
- Unused ballots
- Spoiled and Defective Ballots Envelope
- Original Ballots Envelope



NOTE: Traditional canvas *ballot bags* (shown at right) are not approved for the storage and security of ballots under the 30-day post election State security period as required under the provisions of Michigan election law. In the event of a recount, ballots that are secured in a ballot bag alone may not be recounted. *In addition, the use of the "Lead Wire" shown above is no longer acceptable.*



- Complete the Certificate of Election Inspectors/Statement of Votes (multiple formats available).

STATEMENT OF VOTES - CERTIFICATE OF ELECTION INSPECTORS		
JURISDICTION: _____	WARD/PRECINCT: _____	DATE OF ELECTION: _____
WE CERTIFY THE FOLLOWING:		
<input checked="" type="checkbox"/> AT THE CLOSE OF THE POLLS (Except as noted on the Remarks Page of this Poll Book)		
<input type="checkbox"/> The number of voters according to this Poll Book is (Include absent voter ballots if processed in precinct and the number of voters in addendum poll book(s) if any). Record on cover of poll book: _____		
<input type="checkbox"/> The number of ballots tabulated is: _____		
<input type="checkbox"/> Verified that the number of ballots tabulated equals the number of voters according to this Poll Book and that no discrepancies exist between the Poll Book and Applications to Vote. If they do not agree, make a notation in the Remarks Section of this Poll Book.		
<input type="checkbox"/> Listed the challenged voters, if any, in this Poll Book and properly identified the challenged ballots.		
<input type="checkbox"/> Verified that all valid absent voter ballots have been tabulated (if absent voter ballots processed in precinct).		
<input type="checkbox"/> Verified that any ballots requiring duplication have been accurately duplicated and tabulated.		
<input type="checkbox"/> Verified that all valid write-in votes have been tallied and the totals recorded to the Statements of Votes in this Poll Book.		
<input type="checkbox"/> Verified that all provisional "envelope" ballots issued, if any, were properly recorded, identified and sealed in provisional ballot security envelopes.		
<input type="checkbox"/> Verified that the tabulator statement of votes tape and proposal language are attached to the appropriate copies.		
<input type="checkbox"/> Verified that the number of ballots issued to the precinct, the number of ballots issued to voters, the number of spoiled ballots and the number of unused ballots are accurately reflected in the Ballot Summary Report.		
<input type="checkbox"/> Verified that if the number of ballots tabulated does not agree with the number of voters according to the List of Voters report, the discrepancy is noted in the Remarks section.		
By signing below: we, the undersigned members of the Board of Election Inspectors, certify that all ballots (used and unused) except envelope ballots were properly sealed into an approved BALLOT STORAGE CONTAINER(S) by affixing seal(s).		
Seal No. _____	Seal No. _____	Seal No. _____
We further certify that if the Tabulator Program (Prom Pack/Memory Card) has been removed from the tabulator it was properly sealed in an approved STORAGE CONTAINER by affixing Seal No. _____		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> Signature of member who sealed the BALLOT STORAGE CONTAINER and TABULATOR PROGRAM STORAGE CONTAINER. </div> <div style="width: 45%;"> <input checked="" type="checkbox"/> Signature of member who verified these sealings. (May not represent same political party as member who sealed both storage containers.) </div> </div>		
ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW <small>(Any Inspectors Leaving Prior to the Close of the Polls must make a Notation in the Remarks Section of this Poll Book)</small>		
<input checked="" type="checkbox"/> _____ <small>Signature</small>	<input checked="" type="checkbox"/> _____ <small>Signature</small>	<input checked="" type="checkbox"/> _____ <small>Signature</small>
<input checked="" type="checkbox"/> _____ <small>Signature</small>	<input checked="" type="checkbox"/> _____ <small>Signature</small>	<input checked="" type="checkbox"/> _____ <small>Signature</small>
<input checked="" type="checkbox"/> _____ <small>Signature</small>	<input checked="" type="checkbox"/> _____ <small>Signature</small>	<input checked="" type="checkbox"/> _____ <small>Signature</small>
<input checked="" type="checkbox"/> _____ <small>Signature</small>	<input checked="" type="checkbox"/> _____ <small>Signature</small>	<input checked="" type="checkbox"/> _____ <small>Signature</small>
<input checked="" type="checkbox"/> _____ <small>Signature</small>	<input checked="" type="checkbox"/> _____ <small>Signature</small>	<input checked="" type="checkbox"/> _____ <small>Signature</small>
DETACH CERTIFICATE OF ELECTION INSPECTORS (RED) AND WRITE-IN SECTION (GREEN). AFFIX TOTALS TAPE AND ENTER OR ATTACH PROPOSAL LANGUAGE TO APPROPRIATE COPIES AND SEAL IN DESIGNATED ENVELOPES.		
RED - DETACH AND PLACE IN ENVELOPE NO. 2 TO BOARD OF CANVASSERS		

CERTIFICATE OF ELECTION INSPECTORS	
WE CERTIFY THE FOLLOWING:	
<input checked="" type="checkbox"/> AT THE CLOSE OF THE POLLS (Except as noted on the Remarks Page of this Poll Book)	
<input type="checkbox"/> The number of voters according to this Poll Book is (Include absent voter ballots if processed in precinct): 407	
<input type="checkbox"/> The number of ballots tabulated is: 406	
<input type="checkbox"/> Verified that the number of ballots tabulated equals the number of voters according to this Poll Book and that no discrepancies exist between the Poll Book and Applications to Vote. If they do not agree, make a notation in the Remarks Section of this Poll Book.	
<input type="checkbox"/> Listed the challenged voters, if any, in this Poll Book and properly identified the challenged ballots.	
<input type="checkbox"/> Verified that all valid absent voter ballots have been tabulated (if absent voter ballots processed in precinct).	
<input type="checkbox"/> Verified that any ballots requiring duplication have been accurately duplicated and tabulated.	
<input type="checkbox"/> Verified that all valid write-in votes have been tallied in this Poll Book and the totals recorded to the Statements of Votes in this Poll Book.	
<input type="checkbox"/> Verified that all provisional "envelope" ballots issued, if any, were properly recorded, identified and sealed in provisional ballot security envelopes.	
<input type="checkbox"/> Verified that the tabulator statement of votes tape and proposal language are attached to the appropriate copies.	
BALLOT SUMMARY	
NUMBER OF BALLOTS DELIVERED TO PRECINCT: A. Number of official ballots delivered to precinct: (do not include absent voter ballots) (400) + 1 = 400 <small>(Entry No. 1)</small>	NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS: D. Number of ballots tabulated: 406 E. Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot: 0 F. Number of ballots requested to voters who spoiled their ballot at the polling place (spoiled or defective ballots for which a new ballot was issued and tabulated): 14 G. Number of ballots used by election inspectors for ballot duplications: 5 H. Number of PROVISIONAL "envelope" ballots issued: 1 I. Number of UNUSED BALLOTS (excess ballots): 349 (400) - 349 = 52 <small>(Entry No. 349)</small>
B. Number of absent voter ballot return envelopes delivered to precinct for processing: (Enter "Y" if absent voter ballots not processed in precinct) 78	J. Total of Lines D, E, F, G, H and I: 478
C. Total of Lines A & B: 478	THESE TOTALS MUST AGREE
CHECK YOUR TOTALS: THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.	
By signing below: we, the undersigned members of the Board of Election Inspectors, certify that all ballots (used and unused) except envelope ballots were properly sealed into an approved BALLOT STORAGE CONTAINER by affixing seal.	
We further certify that if the Tabulator Program (Prom Pack/Card) has been removed from the tabulator it was properly sealed in an approved STORAGE CONTAINER by affixing seal.	
<input checked="" type="checkbox"/> Signature of member who sealed the BALLOT STORAGE CONTAINER and TABULATOR PROGRAM STORAGE CONTAINER.	<input checked="" type="checkbox"/> Signature of member who verified these sealings. (May not represent same political party as member who sealed both storage containers.)
ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW <small>(Any Inspectors Leaving Prior to the Close of the Polls must make a Notation in the Remarks Section of this Poll Book)</small>	
<input checked="" type="checkbox"/> Sally Smith 555-1212	<input checked="" type="checkbox"/> Sally Smith 555-2093
<input checked="" type="checkbox"/> Tracy Anderson 555-1234	<input checked="" type="checkbox"/> Bob Raper 555-5501
<input checked="" type="checkbox"/> Sandra Wright 555-8778	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
WHITE COPY TO LOCAL CLERK	

OPTICAL SCAN STATEMENT OF VOTES (continued)														
WARD/PRECINCT: <u>1</u>	JURISDICTION: <u>ACME</u>	DATE OF ELECTION: <u>11/7/07</u>												
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>3 CERTIFICATE OF ELECTION INSPECTORS</p> <p>WE CERTIFY THE FOLLOWING:</p> <p><input checked="" type="checkbox"/> AT THE CLOSE OF THE POLLS (Except as noted on the Remarks Page of this Poll Book)</p> <p><input checked="" type="checkbox"/> The number of voters according to this Poll Book is: <u>407</u> (Include absent voter ballots if processed in precinct. Record on cover of poll book.)</p> <p><input checked="" type="checkbox"/> The number of ballots tabulated is: <u>406</u></p> <p><input checked="" type="checkbox"/> Verified that the number of ballots tabulated equals the number of voters according to this Poll Book and that no discrepancies exist between the Poll Book and Applications to Vote. If they do not agree, make a notation in the Remarks Section of this Poll Book.</p> <p><input checked="" type="checkbox"/> Listed the challenged voters, if any, in this Poll Book and properly identified the challenged ballots.</p> <p><input checked="" type="checkbox"/> Verified that all valid absent voter ballots have been tabulated (if absent voter ballots processed in precinct).</p> <p><input checked="" type="checkbox"/> Verified that any ballots requiring duplication have been accurately duplicated and tabulated.</p> <p><input checked="" type="checkbox"/> Verified that all valid write-in votes have been tallied and the totals recorded to the Statements of Votes in this Poll Book.</p> <p><input checked="" type="checkbox"/> Verified that all provisional "envelope" ballots issued, if any, were properly recorded, identified and sealed in provisional ballot security envelopes.</p> <p><input checked="" type="checkbox"/> Verified that the tabulator statement of votes tape and proposal language are attached to the appropriate copies.</p> </div> <div style="width: 48%;"> <p>4</p> <p>By signing below, we, the undersigned members of the Board of Election Inspectors, certify that all ballots (used and unused) except envelope ballots were properly sealed into an approved BALLOT STORAGE CONTAINER by affixing seal no. <u>12345</u></p> <p>We further certify that if the Tabulator Program (Prom Pack/Memory Card) has been removed from the tabulator it was properly sealed in an approved STORAGE CONTAINER by affixing seal no. <u>92821</u></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><input checked="" type="checkbox"/> <u>Sherry Smith</u> Signature of member who sealed the BALLOT STORAGE CONTAINER and TABULATOR PROGRAM STORAGE CONTAINER</p> </div> <div style="width: 48%;"> <p><input checked="" type="checkbox"/> <u>Bob Sharp</u> Signature of member who verified these sealings. (May not represent same political party as member who sealed both storage containers.)</p> </div> </div> <p>ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW (Any Inspectors Leaving Prior to the Close of the Polls must make a Notation in the Remarks Section of this Poll Book)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"><input checked="" type="checkbox"/> <u>Shelly Jones</u> 555-1212</td> <td style="width: 20%; text-align: right;">Phone</td> </tr> <tr> <td><input checked="" type="checkbox"/> <u>Dobby Emery</u> 555-1821</td> <td style="text-align: right;">Phone</td> </tr> <tr> <td><input checked="" type="checkbox"/> <u>Sandy Del</u> 555-8912</td> <td style="text-align: right;">Phone</td> </tr> <tr> <td><input checked="" type="checkbox"/> <u>Scott Gale</u> 555-3410</td> <td style="text-align: right;">Phone</td> </tr> <tr> <td><input checked="" type="checkbox"/> <u>Sherry Smith</u> 555-8912</td> <td style="text-align: right;">Phone</td> </tr> <tr> <td><input checked="" type="checkbox"/> <u>Bob Sharp</u> 555-5501</td> <td style="text-align: right;">Phone</td> </tr> </table> <p style="font-size: small;">WHEN YOU HAVE COMPLETED SECTIONS 1, 2, 3 & 4 OF THE "OPTICAL SCAN STATEMENT OF VOTES", DETACH THE RED AND GREEN STRIPED COPIES FROM THIS POLL BOOK. AFFIX TOTALS TAPE AND ENTER OR ATTACH PROPOSAL LANGUAGE TO APPROPRIATE COPIES AND SEAL IN DESIGNATED ENVELOPES.</p> </div> </div>			<input checked="" type="checkbox"/> <u>Shelly Jones</u> 555-1212	Phone	<input checked="" type="checkbox"/> <u>Dobby Emery</u> 555-1821	Phone	<input checked="" type="checkbox"/> <u>Sandy Del</u> 555-8912	Phone	<input checked="" type="checkbox"/> <u>Scott Gale</u> 555-3410	Phone	<input checked="" type="checkbox"/> <u>Sherry Smith</u> 555-8912	Phone	<input checked="" type="checkbox"/> <u>Bob Sharp</u> 555-5501	Phone
<input checked="" type="checkbox"/> <u>Shelly Jones</u> 555-1212	Phone													
<input checked="" type="checkbox"/> <u>Dobby Emery</u> 555-1821	Phone													
<input checked="" type="checkbox"/> <u>Sandy Del</u> 555-8912	Phone													
<input checked="" type="checkbox"/> <u>Scott Gale</u> 555-3410	Phone													
<input checked="" type="checkbox"/> <u>Sherry Smith</u> 555-8912	Phone													
<input checked="" type="checkbox"/> <u>Bob Sharp</u> 555-5501	Phone													

RED - DETACH AND PLACE IN ENVELOPE NO. 2 TO BOARD OF CANVASSERS

Prepare the Certificate of Election Inspectors/Statement of Votes for return (multiple formats available). A minimum of 3 copies will be needed for most elections.

A Statement of Votes consists of the following 5 elements:

- Total number of votes received by each candidate whose name is printed on the ballot and total "Yes" and "No" vote cast on proposals (Total Tape).
- Total number of votes received by declared write-in candidates.
- Number of seal used to seal the ballot container and seal certification signed by two election inspectors representing different political parties.
- Certification signed by all members of the board of election inspectors present at the close of the polls.

[illegible]

- Prepare the special envelopes for return

Envelope #1 (Addressed to County Clerk) contains:

- Binder or traditional Poll Book
- Statement of Votes
- QVF Precinct List (if required)
- List of Delegates Elected (Even numbered year primary elections only)

NOTE TO INSPECTORS: This Envelope should be securely sealed with a Red Gummed Seal which has been properly completed and initialed by two inspectors.

PLACE IN THIS ENVELOPE 1

✓ **ONE (1) POLL BOOK**
(Check Television Tape and Proposed Language (if any) to Write Copy of Statement of Votes (Sections 1 & 2 on back of Poll Book.)

✓ **ONE (1) LIST OF DELEGATES ELECTED**

✓ **QVF - LIST OF VOTERS (if Required)**

(Date of Election)

(Name of Candidate)

(Ballot Number)

COUNTY OF _____ MISSOURI

CLERK'S RECORD ONLY

DESTROY AFTER

TO: COUNTY CLERK

★ ★ ★ ★ ★ ★ ★ ★ — — — — —

Envelope #2 (Addressed to Board of County Canvassers):

- Statement of Votes (one copy)

NOTE TO INSPECTORS: This Envelope should be securely sealed with a Red Guinied Seal which has been properly completed and initialed by two inspectors.

PLACE IN THIS ENVELOPE 2
☒ **ONE (1) STATEMENT OF VOTES**
(With Totals Tape and Precinct Language (if any) Attached)

(Date of Election)

(Name of Jurisdiction)

(Precinct Name)
COUNTY OF _____ MICHIGAN

CLERK'S RECORD ONLY
DESTROY AFTER
_____ (Date)

TO: _____ BOARD OF CANVASSERS
(County or State)

★ ★ ★ ★ ★ ★ ★ ★ — — — — —

Michigan Election Resources
Form No. 803

Envelope #3 (Addressed to Local Clerk):

- Statement of Votes
(one copy with zero
tape attached)
- AutoMARK Test
Ballot
- Applications to Vote
on spindle
- Address Change
forms
- Authorization to
Cancel forms
- Notes regarding
election day
activities.
- QVF Precinct List (if required)

PLACE IN THIS ENVELOPE 3
☒ **ONE (1) STATEMENT OF VOTES**
(With Totals Tape and Precinct Language (if any) Attached)
☒ **APPLICATIONS TO VOTE**
☒ **ZERO TOTALS TAPE**

(Date of Election)

(Name of Jurisdiction)

(Precinct Name)
COUNTY OF _____ MICHIGAN

CLERK'S RECORD ONLY
DESTROY AFTER
_____ (Date)

TO: LOCAL CLERK

★ ★ ★ ★ ★ ★ ★ ★ — — — — —

AV Envelope (if applicable):

- Absentee Ballot Applications to Vote (top section)
- Absentee Ballot Return Envelopes
- Absentee Ballots surrendered by voters who voted in person

NOTE TO INSPECTORS: This Envelope should be securely sealed with a Flat Envelope Seal which has been properly completed and initialed by two inspectors.

PLACE IN THIS ENVELOPE A.V.

✓ ABSENT VOTER APPLICATIONS
✓ ABSENT VOTER ENVELOPES
(Opened and initialed)
✓ LIST OF ABSENT VOTERS

(Date of Election)

(Name of Inspectors)

(Signature)

COUNTY OF _____, MICHIGAN

**CLERK'S RECORD ONLY
DESTROY AFTER**

(Date)

TO: LOCAL CLERK

Michigan Election Resources
March 2019

Provisional Ballot Storage Envelope (Addressed to Local Clerk):

- Provisional Ballot Security Envelopes containing Provisional Envelope Ballots
- Four-Step Provisional Ballot forms

PLACE IN THIS ENVELOPE
(THIS ENVELOPE NECESSARY ONLY WHEN PROVISIONAL BALLOTS ARE ISSUED IN THE PRECINCT)

Provisional Ballot Instruction Forms
Voter Registration Applications
Provisional Ballot Security Envelopes

(Date of Election)

(City, Township, Village or School District)

(Ward/Precinct)

COUNTY OF _____, MICHIGAN

**PROVISIONAL BALLOT
STORAGE ENVELOPE**

TO: LOCAL CLERK

- Two inspectors of different political parties deliver materials to the Receiving Board.

3. BALLOT CONTAINER SEALING PROCEDURES

All ballot containers used to transport and store *voted* and *unvoted* ballots must be properly sealed after the polls close. The proper procedures for sealing ballot containers will vary depending upon the type of seal being used. Correctly sealing the ballot container and recording the seal number ensures your precinct will be recountable in the event of a recount. The following provides an overview of the various procedures which may be employed. Pay very careful attention to this information to help ensure your precinct's recountability!

Please note that regardless of the type of seal used, a certificate containing 1) the number on the seal used to seal the container 2) the signatures of the two election officials that sealed the container and witnessed the sealing (preferably with different political party preferences) and 3) the date upon which the seal was affixed to the container must be inserted into a plastic sleeve and affixed to the container using an official seal.

The serial number appearing on the seal used to secure the ballot container must be recorded in three places: 1) the Binder Pollbook or Traditional Pollbook (Election Inspectors Certificate), 2) on the Statement of Votes, and 3) on the Ballot Container Certificate.

Every precinct must be staffed with at least two election inspectors (one Republican; one Democrat) who have been fully trained on the use of election seals and are prepared to ensure that all ballot containers are properly sealed after the polls close.

If a two-sided ballot container is used to store the ballots, both sides must be properly sealed and both seals must be properly recorded. (Here it merits emphasis that the "back door" must be *permanently sealed* and a completed Ballot Container Certificate bearing 1) the seal serial number 2) the signatures of the election officials who sealed the "back door" and 3) the date the "back door" was sealed *must be affixed to the permanent seal*. It is the responsibility of the city or township clerk to ensure that the "back door" is permanently sealed prior to the election. Ballot containers with dual openings that are not sealed according to the following instructions may not be used.

Sealing the "back door" in accordance with these procedures will help to ensure that your precincts will be recountable in the event of an election recount. Following these procedures will also eliminate the need for your election inspectors to record the "back door" seal number in the Poll Book and Statement of Votes at the close of the polls and allow them to give their full attention to sealing and documenting the "front door" seal as required by law.

While some election officials tell us that they maintain a record of the seals used to seal the "back door," producing such records at recounts can be problematic as these records are often times lost as administrations change. In addition, unless the office record is attested to by two election officials and dated prior to the election in question, the record itself can be challenged.

*If a tabulator ballot receptacle is used to store the ballots, the top of the receptacle must be sealed with a security lid and any doors which provide access to the receptacle must be sealed *even if the doors can be locked with a key*. All seals must be properly recorded. (As noted above, a tabulator ballot receptacle cannot be used to store ballots unless it passed a ballot container inspection carried out by the Board of County Canvassers. Tabulator ballot receptacles which do not carry a current ballot container approval sticker may not be used to secure ballots.*

Proper Use of Election Seals

Flat Metal Seals: Close the container and insert a horseshoe seal adaptor through the metal grommet. Insert the tip of the metal seal through both sides of the horseshoe adaptor. Next, insert the tip of the seal through the grommet on the plastic sleeve. Insert the tip of the seal into the metal ball applying force until the seal is fully seated.

Pull-Tite Seals: Close the container and insert the pull-tite seal through the metal grommet on the container. The use of a horseshoe adaptor is not required. Insert the tip of the seal through the grommet on the plastic sleeve. Insert the tip of the seal into the opening at the opposite end. Continue pulling the tip of the seal through the opening to ensure a snug fit.

Padlock Seals (wire and plastic seal): Close and lock the container. Insert the tip of the seal through the grommet on the container. Insert the tip of the seal into the opening at the top of the plastic applying force until the seal is fully seated.

Programs: Programs removed from optical scan tabulators must be sealed in an approved ballot container. Programs cannot be erased or transferred to another electronic medium for extended retention until clearance is received from the Department of State's Bureau of Elections.

TOPIC 13: CHECKS AND BALANCES

The following tasks must be completed by two election inspectors who have expressed a preference for different political parties:

1. OFFERING INSTRUCTIONS TO VOTERS AFTER THEY HAVE ENTERED THE VOTING STATION

- After giving the needed instruction, the 2 inspectors must leave the voting station and allow the voter to vote in private.

2. ASSISTING VOTERS IN MARKING THEIR BALLOTS

- A complete record of the matter must be made in the remarks section of the e-Pollbook or the Traditional Poll Book.

3. PROCESSING ABSENTEE BALLOTS IN THE POLLING LOCATION

- To protect the voter's right to a secret ballot, absentee ballots should always be processed in multiples and by at least two inspectors representing different political parties. The inspector who is responsible for recording the voter's information should not be the same inspector who is responsible for removing the ballot from the secrecy sleeve and depositing it into the tabulator.

4. DUPLICATING ABSENTEE BALLOTS REJECTED BY THE TABULATOR

- Absentee ballots rejected by the tabulator for false reads throughout the day should be deposited in the auxiliary bin for retrieval after the close of the polls. *Never duplicate ballots until after the polls have closed!*

5. RECORDING WRITE-IN VOTES

- Write-In votes are tallied in the binder or traditional Poll Book using a reader-tallier process. One inspector reads the votes while another inspector representing a different political party records the votes.

6. REMOVING BALLOTS FROM THE TABULATOR BIN BEFORE THE POLLS HAVE CLOSED

- Ballots that must be removed from the tabulator bin during the course of an election must be placed into an approved ballot container (in full view of the processing area). The approved ballot container should be secured behind the processing table in plain view of voters, public, etc. There is no requirement to seal the container and record the seal number, unless required by the city or township clerk.
- A complete record of the matter must be made in the Remarks section of the e-Pollbook or the Traditional Poll Book.

7. PHYSICAL COUNT OF BALLOTS IF BALLOT SUMMARY DOES NOT BALANCE

- If the total number of ballots tabulated is more than the total number of voters recorded in the Certificate of Election Inspectors and if reconciling the poll lists does not solve the discrepancy, a physical count of the ballots tabulated is required.

8. SEALING BALLOT CONTAINERS

- Secure ballots (used, unused, original ballots envelope and spoiled ballots envelope) in the approved container(s) and record the seal number on the ballot container certificate, the Statement of Votes, and the binder or traditional Poll Book (if the Statement of Votes is separate from the Poll Book). The signatures of two inspectors representing different political parties are required – one inspector to certify that the container is properly sealed and that the seal number was properly recorded and a second inspector to verify the proper sealing and recording of the seal number.

9. PREPARING AND SEALING THE SPECIAL ENVELOPES FOR RETURN

- The following envelopes must be sealed with a red paper seal and attested to by two inspectors of different political party affiliations: #1 envelope (County Clerk), #2 envelope (Board of County Canvassers), #3 envelope (Local Clerk), A.V. envelope (Local Clerk), and Provisional Ballot Storage envelope (Local Clerk).

10. REMOVING AND SEALING THE TABULATOR PROGRAM AND AUTOMARK PROGRAM FOR RETURN

- The program cards/memory packs for the tabulator and AutoMARK (if removed on election night) must be secured in an approved ballot container.
- The number on the seal used to seal the ballot container must be recorded on the ballot container certificate, the Statement of Votes, and the binder or traditional Poll Book (if the Statement of Votes is separate from the Poll Book). The signatures of two inspectors representing different political parties are required.

11. DELIVERING THE BALLOT CONTAINER(S) AND ENVELOPES TO THE LOCAL CLERK OR RECEIVING BOARD

- The ballot container(s) and special envelopes must be delivered to the local clerk immediately following the completion of the precinct canvass.

12. CORRECTING PRECINCT CANVASS MISTAKES DISCOVERED BY THE RECEIVING BOARD

- The two inspectors who delivered the materials to the receiving board must correct the following mistakes: ballot container not properly sealed and recorded, discrepancy in the binder or traditional Poll Book or Statements of Votes, and/or election materials inadvertently sealed in the ballot container. Please see **“Topic 14 – Receiving Boards”** for complete instructions.

TOPIC 14: RECEIVING BOARDS

1. THE ESTABLISHMENT OF RECEIVING BOARDS

The Receiving Board must be established by resolution of a jurisdiction's Election Commission. The resolution may establish the Receiving Board one time for all future elections.

The Receiving Board inspectors must be appointed by the jurisdiction's Election Commission. Each inspector must be qualified to be an election inspector and have an election inspector application on file. Inspectors appointed to serve in an Election Day precinct or absent voter counting board may be appointed to serve as Receiving Board inspectors as well.

2. RESPONSIBILITIES

Under oath, the Receiving Board inspectors receive the sealed ballot container, the Poll Book and the Statement of Votes from each precinct after the polls close. Two election inspectors (one from each major political party) deliver those items properly sealed to the Receiving Board inspectors after their closing duties have been completed. Election inspectors must remain present until Receiving Board inspectors have completed the verification.

The Receiving Board inspectors verify:

- ☆ the Poll Book and/or Statement of Votes are not sealed into the ballot container
- ☆ the ballot container is properly sealed and the seal number is accurately recorded
- ☆ the number of names entered in the Poll Book balances with the number of ballots counted

After verifying these items, the Receiving Board inspectors put the Poll Book and Statement of Votes back into the appropriate envelopes and reseal with a red paper seal, initialing and dating the seal.

3. CORRECTIVE ACTION

If the Receiving Board inspectors find the Poll Book and/or Statement of Votes sealed in the ballot container or the ballot container improperly sealed and/or recorded, they should direct the election inspectors to take necessary actions to correct the mistake and fully document those actions in the Remarks section of the Poll Book. The remarks must be signed by both the election and Receiving Board inspectors.

If the number of names entered into the Poll Book does not balance with the number of ballots counted by the tabulator, a full explanation must be recorded in the Remarks section of the Poll Book. If no explanation was provided, the Receiving Board inspectors should assist the election inspectors in determining the cause of the imbalance and instruct the election inspectors to fully document the cause in the Remarks section of the Poll Book. The remarks must be signed by both the election and Receiving Board inspectors.

4. E-POLLBOOK

Receiving Board inspectors may be utilized to print the final reports of the precinct and assist the election inspectors in completing the Poll Book and Statement of Votes. The Receiving Board inspectors would print the List of Voters, Ballot Summary and the Remarks Reports from the encrypted flash drive.

5. RECEIVING BOARD CHECKLIST

A “checklist” is available to assist with the administration of receiving boards. The use of the checklist is strongly encouraged to ensure that the various checks that must be performed are properly and efficiently handled. A copy of the Checklist can be found in the Appendix.

TOPIC 15: SPLIT PRECINCTS

A split precinct is one in which two or more ballot styles are issued. The particular ballot style that is issued to each voter is based upon the voters' place of residence and the offices and or proposals involved. Ballot styles are differentiated via a special designation (a letter, color, or different ballot number ranges), i.e., City of Acme, Precinct 1A and City of Acme, Precinct 1B.

To account for all ballots delivered to the precinct, the following options are available:

OPTION A: E-POLLBOOK

- The names of all voters are recorded in the e-Pollbook. The e-Pollbook keeps track of the ballot style issued to each voter.
- All ballots delivered to the precinct are accounted for in the e-Pollbook Ballot Summary which is specifically designed to account for multiple ballot styles.
- The e-Pollbook reports are printed and/or saved in the Privacy Zone of the flash drive and are secured in the appropriate envelope or container and delivered along with the ballot container(s) to the local clerk or receiving board.

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of ballots delivered to precinct:

Style	Starting No	Ending No	Count	Delete
D	00002001	00002500	500	
N	00003001	00003500	500	
R	00001001	00001500	500	

Total = 1500

B. Number of AV return envelopes received by board

C. Total 1500

NUMBER OF BALLOTS AT CLOSE OF POLLS:

D. Number of ballots tabulated (Enter Tabulator Public Counter reading) 6

E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason 0

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots) 1

G. Number of ballots rejected 1

H. Number of ballots used by election inspectors for ballot duplication 0

I. Number of PROVISIONAL "envelope" ballots issued 1

J. Number of UNUSED BALLOTS:

Style	Starting No	Ending No	Count	Delete
D	00002003	00002500	498	
N	00003006	00003500	495	
R	00001003	00001500	498	

Total = 1491

K. Total of Lines D, E, F, G, H, I and J 1500

L. Difference 0

OPTION B: SPLIT PRECINCT BALLOT SUMMARY – TRADITIONAL POLL BOOK

- The names of all voters are recorded in a single Poll Book. A special designation is recommended to identify the specific ballot style issued to each voter i.e., a letter, color, or different ballot number ranges.
- All ballots delivered to the precinct are accounted for using a special split precinct ballot summary which is specifically designed to account for multiple ballot styles.
- The Poll Book and Statements of Votes are secured in the appropriate envelopes and delivered along with the ballot container(s) to the local clerk or receiving board, if established.



BALLOT SUMMARY	
NUMBER OF BALLOTS DELIVERED TO PRECINCT:	NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:
A. Number of official ballots delivered to precinct: (Do not include absent voter ballots) a. $\frac{\text{Ending No.} - \text{Starting No.}}{\text{Range}} + 1 =$ _____ b. $\frac{\text{Ending No.} - \text{Starting No.}}{\text{Range}} + 1 =$ _____	D. Number of ballots tabulated (include absent voter ballots if processed in precinct): _____ E. Number of absent voter ballot envelopes delivered to precinct which did not contain a ballot: _____ F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots for which a new ballot was issued and tabulated): _____ G. Number of ballots issued by election inspectors for ballot duplications: _____ H. Number of PROVISIONAL "envelope" ballots issued: _____ I. Number of UNUSED BALLOTS (excess ballots): a. $\frac{\text{Ending No.} - \text{Starting No.}}{\text{Range}} + 1 =$ _____ b. $\frac{\text{Ending No.} - \text{Starting No.}}{\text{Range}} + 1 =$ _____
B. Number of absent voter ballot return envelopes delivered to precinct for processing: (Enter "0" if absent voter ballots not processed in precinct) _____ C. Total of Lines A & B: = 	J. Total of Lines D, E, F, G, H and I: =
THESE TOTALS MUST AGREE	
CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.	

OPTION C: ADDENDUM BALLOT SUMMARY – TRADITIONAL POLL BOOK

- The names of all voters are recorded in a single Poll Book. A special designation is recommended to identify the specific ballot style issued to each voter i.e., a letter, color, or different ballot number ranges.
- All ballots of one designation are accounted for in the ballot summary located in the back of the Poll Book.
- All ballots from the other designation are accounted for in an Addendum Ballot Summary that is inserted into the Poll Book. A separate ballot summary must be completed for each additional ballot style.

ADDENDUM BALLOT SUMMARY	
Regular or Special	
Held On _____, 20____ in the _____	
City/Twp. of _____	
School District of _____	
County of _____, State of Michigan	
BALLOT SUMMARY	
NUMBER OF BALLOTS DELIVERED TO PRECINCT:	NUMBER OF BALLOTS AT THE CLOSE OF THE POLLS:
A. Number of official ballots delivered to precinct: (Do not include absent voter ballots) (Ending No.) - (Starting No.) + 1 = _____	D. Number of ballots tabulated: _____
B. Number of absent voter return envelopes received by board: (Enter "0" if absent voter ballots not processed in precinct) _____	E. Number of ballots reissued to voters who spoiled their ballot: (spoiled or defective ballots for which a new ballot was issued and tabulated) _____
C. Total of Lines A & B: _____	F. Number of ballots which were used by election inspectors for duplications: _____
	G. Number of provisional "envelope" ballots issued: _____
	H. Number of ballots which were not issued: _____
	I. Number of absent voter return envelopes received which did not contain a ballot: (Enter "0" if absent voter ballots not processed in precinct) _____
	J. Total of Lines D, E, F, G, H and I: _____
CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE C MUST EQUAL THE TOTAL RECORDED ON LINE J. IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF POLL BOOK.	
UPON COMPLETION, INSERT THIS ADDENDUM BALLOT SUMMARY INTO BACK OF POLL BOOK.	

- The public counter on the tabulator will reflect ALL ballots tabulated. Therefore, the total number of A and B ballots issued, as reflected in each ballot summary, must be added together to verify this count. **NOTE:** See the equipment specific "Election Inspectors' Guide" for the type of tabulator used in your precinct to determine if the totals tape WILL distinguish between ballot styles.
- The total number of voters recorded on the Certificate of Election Inspectors, located in the Poll Book, must include all voters who were issued a ballot within the precinct regardless of the ballot style.
- The Poll Book (with Addendum Ballot Summary inserted) and Statements of Votes are secured in the appropriate envelopes and delivered along with the ballot container(s) to the local clerk or receiving board, if established.

TOPIC 16: ABSENT VOTER COUNTING BOARDS

An absent voter counting board is a precinct that is established by the election commission of a city, township, or village for the purpose of processing and counting absent voter ballots.

1. OATH OF OFFICE

An election inspector appointed to a counting board, a challenger, or any other person in attendance at a counting place at any time after the processing of ballots has begun must take and sign the following oath:

“I (name of person taking oath) do solemnly swear (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.”

The completed oaths are delivered to the clerk in an envelope which has been sealed with a red state seal and placed in the Envelope to the Local Clerk.

ABSENT VOTER COUNTING BOARD AFFIDAVIT	
State of Michigan	
County of _____	
City, Township or School District of _____	Counting Board Precinct No. _____
Any person in attendance at an absent voter counting board after the processing of ballots has begun shall take and sign the following Oath and shall not leave the counting place after the tallying has begun until the polls close at 8:00 p.m..	
I do solemnly swear (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.	
SIGNATURES OF PERSONS TAKING OATH:	
X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____
X _____	X _____
Taken, subscribed and sworn to before me this _____ day of _____	
20 _____	X _____ Signature of Chairperson or Member of Counting Board Administering Oath
<small>NOTE: Only the local election official who established the absent voter counting board, the deputy or employee of that local official, or an employee of the State Bureau of Elections may enter and leave the counting board for the purpose of responding to an inquiry from an election inspector or a challenger to provide instructions on the operation of the counting board after the tally has begun but before the polls close.</small>	
<div style="border: 1px solid black; padding: 5px;"><small>WARNING: A person who enters an absent voter counting board and who discloses an election result or in any manner characterizes how any ballot being counted has been voted in a precinct before the polls can be legally closed on election day is guilty of a felony.</small></div>	
INSPECTOR: Please return this form in Local Clerk Envelope.	

2. PROHIBITION – SEQUESTRATION

A person in attendance at a counting place after the counting has begun is not permitted to leave the counting place until the polls close at 8:00 p.m. A person who discloses an election result or in any manner characterizes how any ballots being counted have been voted before 8:00 p.m. is guilty of a felony. (MCL 168.792a (11))

As an *exception* to the above, a local election official who established the counting board, a deputy or employee of the local election official, or an employee of the State Bureau of Elections may enter and leave a counting place after the counting has begun but before the polls close. Such persons may enter a counting place only for the purpose of responding to an inquiry from an election inspector or a challenger or to provide instructions on the operation of the counting board.

3. CELL PHONES NOT PERMITTED IN ABSENT VOTER COUNTING BOARDS

Election inspectors appointed to serve in absent voter counting boards may not use or be in possession of a cellular phone during the sequestration period. The same policy applies to any challengers or polls watchers appointed to observe absent voter counting boards. The enforcement of this policy is critical to the integrity of the absent voter counting board process.

4. ABSENT VOTER COUNTING BOARD PROCEDURES

The work performed by a counting board can begin as early as 7:00 A.M. on election day and is divided into two separate tasks, 1) *processing* absent voter ballots and absent voter ballot applications, and 2) *tabulating* the vote. The procedures involved in counting the votes will vary with the voting equipment used.

Processing

All valid ballots received by the clerk prior to election day will be delivered to the absent voter counting board upon the commencement of the board's work along with the corresponding absent voter ballot applications. Absent voter ballot applications for ballots which have not been returned by voters are retained by the clerk and are not delivered to the counting board. The processing of absent voter ballots is divided into three steps as explained below.

While the processing steps may be tailored to meet administrative preferences, care must be taken to assure that secrecy and the security measures built into the procedures are not compromised in any way.

STEP 1 Materials: Absent Voter Counting Board Poll Book, absent voter ballot applications, and return envelopes.

- Verify that the clerks' record area of the return envelope was completed and that the return envelope was signed and dated by the voter. If the clerks' record area of the return envelope is incomplete, return the unopened envelope and the corresponding absent voter ballot application to the clerk for immediate correction. If the return envelope was not signed by the voter, return the unopened envelope and corresponding absent voter ballot application to the clerk for review. *Note: It is not necessary to return*

the envelope and corresponding absent voter ballot application to the clerk if the date is missing in the voter signature area of the return envelope; if such omission is found, continue processing. A ballot returned to the clerk that does not bear the voter's signature will be resubmitted to the counting board if the clerk is able to obtain the missing signature prior to 8:00 p.m.

- Check the return envelope to determine if the voter received assistance in voting the ballot. If a notation indicating that assistance was provided note that assistance was provided to the voter on the Remarks page in the Poll Book. The note should include the name of the voter and the name of the individual who provided the assistance. Open the return envelope and continuing processing.
- If the clerk's record area of the return envelope was completed and the return envelope was signed and dated, open the return envelope and continuing processing.
- Highlight the voter's name in the Absent Voter Poll Book or Absent Voter (AV) List to indicate that a return envelope and corresponding application were received by the board for processing.

STEP 2 Materials: opened return envelope and Absent Voter Counting Board Poll Book or "List of Absent Voters To Whom Ballots Were Mailed."

- Without exposing any votes, verify that the number on the ballot stub agrees with the ballot number recorded for the voter in the Poll Book or on the AV list. If a ballot was not returned by the voter (the return envelope or secrecy envelope is empty), note the missing ballot on the "Remarks" page in the Poll Book. In making this notation, *do not* include the name of the voter involved.

If the ballot was returned in a secrecy envelope, the ballot and secrecy envelope may be removed from the return envelope to make the comparison. If the ballot was not returned in a secrecy envelope, first verify that the ballot was folded by the voter so that the votes are concealed before removing the ballot from the return envelope to make the comparison. If the ballot does not require a secrecy envelope but is not folded so that votes are concealed, properly refold the ballot. If the ballot must be placed in a secrecy envelope or refolded, care must be taken to avoid exposing any votes cast on the ballot.

If the ballot numbers do *not* agree, and no explanation for the discrepancy can be found (e.g., voters residing in the same household have switched their ballots), the ballot must be processed as a "challenged ballot." If the ballot numbers agree, continue processing.

STEP 3 Materials: secrecy envelope with ballot enclosed or ballot(s) folded with votes concealed.

- Remove the numbered ballot stub(s). Once removed from the ballot(s) the stub(s) may be discarded or retained for audit purposes at the discretion of the counting board. Secure the ballot for counting in a fashion that maintains the anonymity of the voter. *Do not remove the voted ballot from the secrecy envelope or unfold the ballot(s) at this time.*

Counting: The counting or tabulation of votes cast on absent voter ballots is explained below.

Materials: Tabulator and secrecy envelopes with ballot enclosed or ballots folded with votes concealed.

- Test and prepare tabulator as required and complete “Election Inspector’s Preparation Certificate” in the front of the Poll Book.
- Remove anonymous ballots from secrecy envelopes and tabulate in multiples.
- Each ballot rejected by the tabulator must be *visually inspected* by an election inspector to *verify the reason* for the rejection. If the rejection is due to a “false read” the ballot must be duplicated by two election inspectors who have expressed a preference for different political parties.
- *The following steps are completed after 8:00 p.m., the close of the polls.* As noted below, a small number of return envelopes and corresponding applications must be retained for processing after the close of the polls. Check with the clerk to confirm that no additional ballots will be delivered for processing. Once all ballots have been delivered, complete the processing and tabulation of all remaining ballots.
- Once all ballots have been tabulated and all ballots requiring duplication have been duplicated and tabulated, compare the total number of ballots tabulated per the tabulator’s “public counter” to the total number of ballots delivered to the board for processing. *These totals must agree.*

If the total number of ballots tabulated and total number of ballots received for processing *do not agree*, attempt to identify the reason for the discrepancy. *Tip: Compare the applications to vote to the AV Poll Book or AV list. If after making this comparison the reason for the discrepancy is not identified, make a physical count of the ballots that were tabulated. To complete this check, it is recommended that the ballots be counted into stacks of 25. If the number of ballots equals the number of voters, the ballots must be retabulated. Contact the clerk for instructions.*

- If the total number of ballots tabulated and the total number of AV ballots delivered for processing agree (or the specific reason(s) for any discrepancies have been noted in the “Remarks” page of the Poll Book, the Statement of Votes may be prepared. Complete the Statement of Votes as you would for any other precinct. In most cases, a minimum of three copies will be needed.
- Complete the “Certificate of Election Inspectors” in the back of the Poll Book. The following four questions must be answered:

The number of voters who where issued absentee ballots (according to this Poll Book) _____.

The number of absent voter ballot return envelopes received by the Board _____.

The number of *invalid* absent voter ballot return envelopes that the clerk did not deliver to Board (according to this Poll Book) _____.

The number of absent voters who did not return their absent voter ballot to the clerk (according to this Poll Book) _____.

- Complete all remaining Poll Book entries.
- **Seal all ballots into an approved ballot container and record the seal number 1) in the Poll Book 2) on all**

three copies of the Statement of Votes and 3) on the Ballot Container Certificate. The sealing must be attested to by two election inspectors who have expressed a preference for different political parties.

If a mistake is made at the counting center and the container must be opened and resealed, the *replacement seal number* must be recorded on all documents listed above. Once the ballot container has been removed from the processing area of the counting place or precinct, it may not be opened unless authorized by the County Board of Canvassers.

5. MAINTAINING BALLOT SECRECY

To ensure the secrecy of all votes cast, it is recommended that the processing of several return envelopes and applications be delayed until after 8:00 p.m. This will allow a ballot that is received by the clerk just prior to 8:00 p.m. to be intermingled by the counting board with other ballots during processing and counting. This will, in effect, preserve the secrecy of the last ballot delivered to the counting board for processing and counting.

6. BALLOTS RECEIVED AFTER PROCESSING BEGINS

All valid absent voter ballots received by the clerk through 8:00 p.m. on election day will be delivered to the counting board with the corresponding absent voter ballot applications immediately upon receipt. It is the responsibility of the counting board to record the date of return in the poll book or on the list for each additional absent voter ballot received by the clerk and delivered to the board on election day.

7. EMERGENCY REQUESTS

In emergency situations only, a voter may apply for an absent voter ballot as late as 4:00 p.m. on election day. If an emergency application is received by the clerk, the counting board will be instructed to make the necessary entries in the poll book or on the list that would otherwise be completed by the clerk. Once the necessary entries are made, the application must be returned to the clerk to await the return of the ballot. If the requested ballot is voted and returned to the clerk by 8:00 p.m., the clerk will record the date of the return on the corresponding application and deliver both the return envelope and completed application to the counting board; the counting board must then record the date of return in the poll book or list.

8. CHALLENGE PROCEDURE

If an absentee ballot being processed in the counting board is challenged, the ballot is identified as described below:

- Write the word "CHALLENGED" across the face of the ballot return envelope.

- Write the number appearing on the voter's ballot in pencil on the back of the ballot.
- Conceal the number with a piece of Post-It brand tape. If this tape is not available, conceal the number with a small slip of paper. Use transparent tape to affix the paper over the number.
- Make a notation of the challenge in the poll book on the page labeled "Challenged Voters." The notation must include the time that the challenge was made, the name of the challenger, the name of the challenged voter, the voter's address and telephone number, and the reason for the challenge.

9. RIGHTS OF CHALLENGERS

Election challengers may be appointed by political parties and qualified interest groups to observe absent voter counting boards. (Each political party and qualified interest group is permitted to appoint one challenger per absent voter counting board.) A challenger serving in an absent voters' counting place has the right to challenge an absent voter ballot if the challenger has reason to believe that the person who voted the ballot is not qualified to vote. A challenger has the right to challenge the actions of the board members operating the counting place if the challenger believes that election law is not being followed. An official challenger:

- Must represent a recognized political party or an interest group which is authorized to appoint election challengers at the election.
- May observe all procedures being carried out.
- May bring to the board's attention the improper handling of a ballot by a board member.
- May inspect the absent voter ballot applications, poll books, or any other materials used by the board. (When exercising this right, challengers may **not** touch the materials.)
- May inspect the ballots as they are being counted. (When exercising this right, challengers may **not** touch the ballots.)
- May keep notes on the board's actions.

Credentials: A challenger must have in his or her possession a "challenger card" issued by the party or organization he or she represents. Upon entering the counting place, the challenger must show the card to the chairperson of the board. It is recommended that a challenger also wear a badge which bears the words "ELECTION CHALLENGER."

Conduct: Challengers must conduct themselves in an orderly manner at all times. A challenger can be expelled from the counting place for unnecessarily obstructing or delaying the work of the board; touching ballots, election materials or tabulation equipment; or acting in a disorderly manner.

Restriction: A candidate for any elective office in the election may not serve as a challenger. EXCEPTION: At an August primary, a candidate for county convention delegate may serve as a challenger in an absent voter counting board other than the board responsible for processing or counting the ballots cast in his or her precinct.

10. BALLOT SECURITY

All ballots counted must be placed under proper security. Under the Rules for Electronic Voting Systems all ballots that are electronically counted must be sealed in an approved ballot container where they will remain for 30 days after the official canvass and certification of the election results. The security period is extended if a recount is in progress, a defect in the ballot or ballot count programming or equipment is being investigated, if ordered by the court, or if prescribed by the Secretary of State.

TOPIC 17: PRECINCT DELEGATES

1. DECLARATION OF INTENT REQUIREMENT

- An individual who wishes to seek a precinct delegate position with write-in votes is required to file a "Declaration of Intent" with the city or township clerk by 4:00 p.m. on the Friday preceding the August primary. *As an alternative, such candidates may file a Declaration of Intent with their board of election inspectors on the date of the August primary anytime prior to the close of the polls.*

PRECINCT DELEGATE WRITE-IN CANDIDATE DECLARATION OF INTENT		
(NAME OF CITY OR TOWNSHIP)		
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">As a write-in candidate for a precinct delegate position, you must file this form with the clerk of your city or township of residence no later than 4:00 p.m. on the first Friday immediately preceding the August primary. As an alternative, you may file this form with your board of election inspectors on the day of the August primary any time prior to the close of the polls.</div>		
Name _____ <small>(Print or Type)</small>		
Residence Address _____ <small>(Street Address) (Post Office) (Zip Code)</small>		
<input type="checkbox"/> City or <input type="checkbox"/> Township of _____		
I am registered and qualified to vote at this address: <input type="checkbox"/> Yes <input type="checkbox"/> No Birth Date _____ / _____ / _____		
Home Phone (_____) _____ Business Phone (_____) _____		
DATE OF PRIMARY: _____ / _____ / _____		
OFFICE SOUGHT: Precinct Delegate.		
Precinct No. _____		
Political Party _____		
By signing this affidavit, I swear the statements made above are true and do hereby declare my intent to seek the precinct delegate position identified above as a write-in candidate.		
SIGNATURE OF WRITE-IN CANDIDATE: _____		
Subscribed and sworn to by _____ Name of Notary _____		
before me on the _____ day of _____, _____ Notary Public, State of Michigan, County of _____		
My commission expires _____		
Signature of notary public _____ Acting in the County of _____		
OFFICE USE ONLY		
OFFICE CODE _____ DATE OF FILING _____ / _____ / _____		
RECEIVED BY _____		
Revised 02/2007		

- The local clerk is responsible for notifying the precinct board of any precinct delegate write-in candidates who filed a Declaration of Intent.
- If an individual interested in seeking a precinct delegate position with write-in votes asks for a Declaration of Intent form on election day, provide the requested form.
- A write-in vote cast for a precinct delegate candidate who has not filed a Declaration of Intent *does not count*. Write-in votes which do not count are *not* considered when determining whether an “over vote” has occurred or whether a “cross over” vote has been cast at a partisan primary.
- The Declaration of Intent “waiver” *does not* apply to precinct delegate positions. (The Declaration of Intent waiver, applicable to all other offices on the ballot, is invoked if a candidate appearing on the ballot for the office involved dies or is otherwise disqualified on or after 4 p.m. the second Friday immediately preceding the election.)

2. CANVASSING AND CERTIFYING PRECINCT DELEGATE WRITE-IN VOTES

The precinct delegate candidates who receive the highest number of votes for the available positions under each party column are elected. Candidates elected to precinct delegate positions are certified to the county clerk by the precinct board responsible for counting the ballots.

- Candidates elected to precinct delegate positions are the only candidates certified by precinct boards. In all other instances, candidates nominated or elected to office are certified by county or local canvassing boards.
- A tie vote for a precinct delegate position is resolved by the conduct of a drawing held under the direction of the county clerk.
- Precinct delegate elections are *not* subject to vote recounts. The results, certified by the precinct board, are considered final vote totals.

A. Complete the front cover of the “Delegates Elected to County Convention” booklet

B. Print the name and registered address (can be found in the EPB or the QVF Precinct List) of each delegate candidate *appearing on the ballot* in the column intended for this purpose on the pages designated for the Republican and Democratic Party candidates. (This step may have already been completed by the clerk.)

[illegible]

- C. Tally the write-in votes received by each declared write-in delegate candidate and record the totals in the appropriate area designated in the booklet for each political party.

[illegible]

- When tallying write-in votes enter each name as recorded by the voter. Example: William Baker – 3 votes, Bill Baker – 2 votes, Baker 1-vote. For more information regarding recording write-in votes, see **“Topic 11 – Write-In Candidates”**
 - When determining the total number of write-in votes received, all votes cast for the same candidate are combined, i.e. William Baker – 6 votes.
- D. List the name and registered address of each declared candidate receiving write-in votes for delegate in the column intended for this purpose on the pages designated for the Republican and Democratic Party candidates. (See the pages under Section B above.) Transfer the total number of write-in votes received by each declared write-in candidate to the “Total Votes Received” column.
- E. From the statement of votes tape, record the total number of votes received for each candidate appearing on the ballot under the “Total Votes Received” column.
- F. Indicate whether each candidate is registered in your precinct by placing “Yes” or “No” in the column titled “Registered in Precinct?” This step must be completed for both write-in candidates and candidates appearing on the ballot.

- G. Determine who was elected and place a check mark in the column titled, “Place a Check Mark if Elected.” The number to be elected in your precinct for each party is listed at the top of the pages designated for each political party and can also be found on the ballot.
- Place a check mark in the column for each candidate who received the highest number of votes up to the number of candidates to be elected.
 - If two or more candidates are tied for a delegate position, place a check mark and the words “TIE VOTE” in the column beside each of the tied candidates.
 - REMEMBER: To be elected, the candidate must be registered to vote in this precinct. (A minimum number of votes is not required.)

[illegible]

- H. Complete and sign the "Certificate of Election Inspectors" on the back page of the booklet. Place the booklet in Envelope #1 addressed to the County Clerk.

CERTIFICATE OF ELECTION INSPECTORS	
STATE OF MICHIGAN	
County of: _____	
City / Township of: _____ <small>(Circle One)</small>	
Ward / Precinct #: _____	
WE HEREBY CERTIFY that this is a correct statement and return of the votes cast for Delegate to the County Convention on the Republican and Democratic Party tickets. The candidates receiving sufficient votes are so indicated by a check mark and are declared elected by the undersigned Board of Election Inspectors.	
<input checked="" type="checkbox"/> _____ Chairperson Phone	<input checked="" type="checkbox"/> _____ Phone
<input checked="" type="checkbox"/> _____ Phone	<input checked="" type="checkbox"/> _____ Phone
<input checked="" type="checkbox"/> _____ Phone	<input checked="" type="checkbox"/> _____ Phone
<input checked="" type="checkbox"/> _____ Phone	<input checked="" type="checkbox"/> _____ Phone
<input checked="" type="checkbox"/> _____ Phone	<input checked="" type="checkbox"/> _____ Phone
BOARD OF ELECTION INSPECTORS	
Signed this _____ day of August, 2006	
<div>PLACE THIS BOOKLET IN ENVELOPE #1 TO COUNTY CLERK MARKED "LIST OF DELEGATES ELECTED." (INCLUDE COPIES OF ANY "PRECINCT DELEGATE WRITE-IN CANDIDATE DECLARATION OF INTENT" FORMS WHICH WERE FILED IN PRECINCT.)</div>	

NOTE: If using absent voter counting boards in the primary election special procedures must be implemented to ensure that complete precinct delegate vote results are generated and certified for each precinct. To accomplish this, the vote totals from each precinct must be merged with the votes cast by the precinct's absentee voters. A special certifying board must be established to carry out this function. The receiving board may be designated as the certifying board.

TOPIC 18: “WHAT IF” SCENARIOS

The following “WHAT IF” scenarios and recommended actions represent exceptions to the general procedures that are carried out at the polls on election day. It is important to note that regardless of the situation, the *polls must remain open for voting*.

1. BALLOT JAM - AUTOMARK VOTER ASSIST TERMINAL

When removing the jammed ballot, it is important that the secrecy of the ballot be maintained. Attempt to remove the ballot, using as much discretion as the severity of the jam will allow, by following these steps:

- A. Turn the Mode Switch Key to the **Test** position.
- B. Press **EJECT BALLOT** on the Main Menu Screen.
- C. Instruct the voter to place his or her secrecy sleeve over the voted ballot.

NOTE: If the ballot is ejected after Step B, instruct the voter to place his or her secrecy sleeve over the voted ballot. If the ballot is blank and in good condition, instruct the voter to re-insert it into the AutoMARK. If the ballot is damaged, folded or marked, issue the voter a new ballot following the Spoiled Ballot Procedure. If the ballot does not eject after Step 2, continue with the steps below.

- D. Pull the Touch Screen Monitor toward you and lift open the top lid to reveal the tray located inside the recessed area.
- E. Push in the tabs located on each side of the tray and lift the tray out.

NOTE: If the ballot is located in Step E, cover the ballot with the voter’s secrecy sleeve and remove it for the voter’s review. If the ballot is blank and in good condition, instruct the voter to re-insert it into the AutoMARK. If the ballot is damaged, folded or marked, issue the voter a new ballot following the Spoiled Ballot Procedure. If the ballot is not located in Step E, continue with the steps below.

- F. Locate the rear panel and push the panel tab toward the center of the AutoMARK and swing out to remove.

NOTE: If the ballot is located in Step F, cover the ballot with the voter’s secrecy sleeve and remove it for the voter’s review. If the ballot is blank and in good condition, instruct the voter to re-insert it into the AutoMARK. If the ballot is damaged, folded or marked, issue the voter a new ballot following the Spoiled Ballot Procedure. If the ballot is not located in Step F, contact your local clerk for further instruction.

**The steps detailed above are located in the “Election Inspectors’ Guide to the AutoMARK Voter Assist Terminal.”*

2. AUTOMARK EQUIPMENT FAILURE

When reporting an equipment failure, you will need to provide your clerk with the error message that is printed on the AutoMARK audit log. To view that message, follow these steps:

- A. Turn the Mode Switch Key to the **Test** position.
- B. Press **SYSTEM MAINTENANCE** on the Main Menu screen.
- C. Enter the password (VOGUE) and select **OK**.
- D. Press **VIEW/DOWNLOAD LOG FILE**.
- E. Then press **VIEW SCAN LOG**.

The audit log contains a record of each error that occurred during the election. The most recent error message will appear at the top of the log. You may either read the message to the clerk, or, if you prefer, you may print the log. Simply lift the flap above the ballot feed tray and insert a blank piece of paper into the slot normally used to eject the ballot (to prevent jamming, insert the paper further to the left in the opening instead of centering it), and select 'Print File.' After the log has printed, select 'Done.'

3. BALLOT JAM - TABULATOR

Refer to the "Election Inspectors' Guide" for your specific voting system for detailed instructions on how to properly remove a jammed ballot from the tabulator.

4. POWER OUTAGE

Most tabulators used in the state have a battery back up which will engage whenever there is a power interruption. If your tabulator does not have a battery back up or if the power is off long enough to exhaust the battery power do the following:

- Unlock the Auxiliary Compartment (front).
- Continue issuing ballots. Voted ballots are deposited into the Auxiliary Compartment by an election inspector.
- Ballots deposited into the Auxiliary Compartment are not removed and tabulated until after 8:00 P.M.

5. FULL TABULATOR BALLOT BIN

Ballots that must be removed from the tabulator ballot bin during the course of an election must be placed into an approved ballot container (in full view of the processing area) by two election inspectors who have expressed a preference for different political parties. The approved ballot container should be secured behind the processing table in plain view of voters, public, etc. The instance must be noted in the Remarks section of the e-Pollbook or traditional Poll Book. There is no requirement to seal the container and record the seal number, unless required by the city or township clerk.

6. BALLOT SUMMARY DOES NOT BALANCE

- A. The total number of ballots tabulated is *less than* the total number of voters recorded in the List of Voters:
- Check the auxiliary bin for any remaining ballots that must be duplicated and/or tabulated.
 - Verify that all absentee ballots have been tabulated.
 - Compare the Applications to Vote against the List of Voters (reconcile the poll lists).
 - If using the Traditional Pollbook, check for skipped lines in the List of Voters.
 - If the steps above do not solve the discrepancy, contact the local clerk.
- B. The total number of ballots tabulated is *more than* the total number of voters recorded in the List of Voters (i.e., jammed ballot was inadvertently tabulated twice):
- Compare the Applications to Vote against the e-Pollbook or traditional Poll Book List of Voters (reconcile the poll lists).
 - If this does not solve the discrepancy, proceed to the next step.
 - Conduct a physical count of the ballots tabulated (verify the number by counting at least twice, sorting into stacks of 25). All physical counts should be conducted by a team of two inspectors who have expressed a preference for different political parties.
 - If the physical count is the *same as* the total number of voters as recorded in the poll book, the ballots must be re-tabulated. Contact the local clerk for instructions.
 - If the physical count is *more than* the total number of voters as recorded in the poll book, do NOT re-tabulate the ballots. Make a complete record of the situation in the Remarks section of the e-Pollbook or Traditional Poll Book.

GLOSSARY OF TERMS

Mixed Ticket - general election ballot only

- No straight party vote is cast. Voter casts direct votes for candidates of multiple political parties.

Non-partisan Candidate

- Candidate seeking a non-partisan office. Party affiliation is not considered, i.e., judicial candidates.

Overvote

- Vote for more than the number of candidates to be elected or nominated to an office or vote both yes and no on a proposal. No votes will be counted.

Partisan Candidate

- Candidate seeking a partisan office under a recognized political party ticket or a candidate seeking a partisan office without political party affiliation (independent candidate, IND.), i.e., State Representative, DEM. or State Representative, IND.

Party Affiliation

- Political party represented by a candidate seeking a partisan office under a party ticket, i.e., County Clerk, REP.

Split Ticket - general election ballot only

- Straight party vote combined with direct votes for candidates of other political parties. Each candidate under the party selected will receive a vote except where superseded by a direct vote for a candidate.

Split Ticket - primary election ballot only

- Vote for candidates of more than one political party. No partisan section votes will be counted

Straight Party Ticket (general election ballot only)

- Vote for all candidates of a single party by virtue of the straight party vote option. Each candidate under the party selected will receive a vote.

Undervote

- Vote for less than the number of candidates to be elected or nominated to an office or do not cast any vote on a proposal. Votes cast for candidates will be counted.